

## **PART IV – ACTION PLAN**



**Bear Valley Tree Farm  
Morton, Washington  
RWLF Project**

Photo Courtesy Economic Development  
Division

## 2005 ACTION PLAN

### Anticipated Resources And General Guidelines

#### Overview

The Washington State Action Plan is a document that jurisdictions directly receiving funds from the U.S. Department of Housing and Urban Development (HUD) are required to submit. On an annual basis, the Action Plan formally amends the state's Consolidated Plan for Housing and Community Development. Upon approval by HUD, Washington State receives funding distributed by formula under the HOME Partnership Investments (HOME), Emergency Shelter Grants (ESG), Housing Opportunities for Persons With Aids (HOPWA), and state Community Development Block Grant (CDBG) Programs. The Department of Community, Trade and Economic Development (CTED) is the administrative entity responsible for implementing the Action Plan.

The Action Plan provides basic information regarding the state's plans for distribution of money received from HUD through its formula programs. At this printing, the appropriations process for these programs has not been completed. All amounts listed for distribution in this document therefore are based upon estimates of what may be available after Congress acts.

#### Anticipated Resources

CTED receives a variety of federal and state resources to meet the state's housing and community development priorities. Many resources are linked together to secure maximum benefit to clients, such as weatherization and home repair. Federal and state resources are leveraged with non-public funds to maximize cost efficiency and to stretch the public dollar.

The following table highlights the HUD funds and major state housing resources that CTED anticipates receiving in 2005, including program income. The programs are in general categories for purposes of this table. Many of the programs offer a variety of services that cross categories. Not all of CTED's housing or community development programs are detailed here (i.e. technical assistance). The emphasis is on major programs that directly increase or maintain the supply of affordable housing in the state and CDBG funds.

**TABLE IV-1: Anticipated State and Federal Resources by Program**

	Federal Funds <u>1/</u>	State Funds <u>2/</u>
Affordable Housing		
The Housing Trust Fund (HTF) will dedicate funds for a variety of low-income housing activities including weatherization, repair and rehabilitation. The HTF will also target resources to farmworkers, homeless families with children, people with developmental disabilities and survivors of domestic violence.		\$85.4 million
The HOME Program funds will be used for 2005 priority strategies and initiatives.	\$11,565,428	
American Dream Downpayment Initiative (ADDI), a component of the HOME program, will be used for downpayment assistance to eligible first time homebuyers.	\$515,932	
Housing Opportunities for People With AIDS (HOPWA) will provide a variety services including short and long-term rental assistance and operating subsidies to keep rents affordable.	\$652,000	
Homeless Services		
State and federally funded programs will provide shelter and services for people who are homeless and use resources to prevent homelessness.	\$1,349,118	\$15 million
Supportive Housing		
CTED will compete for federal McKinney funds on behalf of 25 counties in the Balance of State to support a Continuum of Care homeless services system.	\$1.2 million	\$2 million
The State appropriated funds for services for homeless families in transitional housing.		
Repayments		
HOME loan repayments – same uses as HOME program funds.	\$590,000	
Housing Trust Fund loan repayments- same uses as HTF program.		\$7,480,000
<u>1/</u> Annual <u>2/</u> Bi-Annual: July 2005-June 2007		

ANTICIPATED STATE AND FEDERAL RESOURCES BY PROGRAM (cont.)		
	Federal Funds <u>1/</u>	State Funds <u>2/</u>
<b>Community Development Block Grant</b>		
The CDBG <b>Community Investment Fund</b> provides eligible communities the opportunity to access technical and financial assistance throughout the year for locally prioritized strategic community and economic development projects that benefit low- and moderate-income persons or address slum/blight.	\$5,178,030	
CDBG <b>General Purpose Grants</b> , with an annual competitive funding cycle and maximum grants of up to \$1,000,000 per application, funds local housing, public facilities, community facilities, or economic development/microenterprise projects principally benefiting low- and moderate-income persons.	\$7,500,000	
CDBG <b>Housing Enhancement Grants</b> are flexible companion funds to support priority applications submitted to the Washington State Housing Finance Unit.	\$1,000,000	
The CDBG <b>Housing Rehabilitation Grant</b> program provides maximum grants of up to \$500,000/year for local housing rehabilitation activities in coordination with other CTED housing rehabilitation programs.	\$1,500,000	
CDBG <b>Imminent Threat Grants</b> address unique emergencies posing a serious and immediate threat to public health and safety on a fund availability basis.	\$300,000	
CDBG <b>Planning-Only Grants</b> fund planning projects that principally benefit low- and moderate-income persons with grants of up to \$35,000 for a single-jurisdiction and \$50,000 for multi-jurisdiction applicants on a funds available basis.	\$600,000	
CDBG <b>Public Services Grants</b> are made available through counties to 12 community action agencies serving non-entitlement areas. Funding is provided by formula and coordinated with the state Community Services Block Grant Program.	\$1,766,000	
The <b>Section 108 Loan Guarantee Program</b> pledges future CDBG resources to secure funds for eligible community and economic development activities.	\$18,000,000	
The <b>Rural Washington Loan Fund</b> provides gap financing to small businesses, primarily in economically distressed and timber-impacted areas of the state to create or retain jobs for low- and moderate-income persons.	\$7,450,000	
CDBG <b>Float-Funded Activities</b> are fully secured loans made in support of CDBG eligible community and economic development projects. The capital that is made available for Float-Funded Activities comes from unexpended CDBG awards to local governments.	\$20,000,000	

### **Leveraging Match**

CTED will evaluate and analyze each proposal for CDBG, HOME, ADDI and ESG funds to ensure that a minimum federal subsidy is being used to develop each project and that federal funds will effectively leverage additional resources. Each proposal will be required to describe sources and uses for all project financing and to provide a line-item development budget and/or an operating pro forma. CTED will look for opportunities to leverage other non-federal funds, if available, and to use other federal subsidies identified for development and on-going operations, if appropriate. For example, in HOME, other federal subsidies will be used if such subsidies help to maintain affordable housing projects by providing sufficient reserves for both replacement and operating costs.

HOME eligible match sources will be tracked on a project basis and reported annually. Match sources can include state HTF, Energy Matchmakers, Bonneville Power Administration and other utility funds when targeted to HOME-eligible activities and meet HOME match requirements.

Matching requirements for ESG will be met by funds identified by local jurisdictions that are committed to housing and services for the homeless.

While the CDBG Program has no match requirements, leveraging is strongly encouraged through the rating and selection process and established as a performance measure.

### **Geographic Distribution**

The major geographic distinction that affects the allocation of funds is between the state's major urban centers, most of which are also participating jurisdictions for HOME funding and formula jurisdictions for ESG funding, and the smaller cities and rural areas of Washington. The urban centers, especially the Seattle-Tacoma metropolitan area, have a number of strong, experienced, non-profit housing developers and advocates. These cities have been able to raise local funding for housing and to develop innovative projects and programs.

In smaller cities and rural areas, excellent work has also been done especially with the help of technical expertise provided and/or financed or supported (e.g. Impact Capital, etc.) by CTED. The Washington State Housing Finance Commission's (WSHFC) policies encouraging the use of single-family mortgage revenue bond programs and tax credits in rural areas have also provided increased capacity in small cities and non-metropolitan counties. However, capacity building remains a major need in these areas.

*Open funding programs or programs using competitive funding criteria serve the state best by allowing each area to organize and develop those projects that meet local needs.*

Local coalitions and non-profits need assistance in all stages of housing and community development; that is, getting organized, assessing needs and market, raising operating funds, putting together project financing, managing construction, and managing completed projects. State funding has been available for capacity building, such as by supporting the state's Small Communities Initiative with CDBG technical assistance funds, but in limited amounts.

Funding for housing and community development in small cities and rural areas will be made available by:

- Continuing to use state CDBG programs to support housing and community development planning and development in non-entitlement jurisdictions.
- Targeting HOME Tenant Based Rental Assistance Program funds to households in areas of the state not served by local HOME participating jurisdictions (PJ).
- Targeting at least 80 percent of HOME Housing Repair and Rehabilitation Program (HRRP) funds to weatherization providers not located within participating jurisdictions.
- Continuing to use ESG in non-participating jurisdictions.
- Continuing to use HOPWA formula allocation funds in jurisdictions that are not part of major metropolitan areas currently receiving HOPWA allocations directly from HUD.
- Offering technical assistance workshops in training in rural areas of the state.

Aside from these funding targets, CTED does not intend to set aside funds for particular regions. CTED's experience has been that open funding programs or programs using competitive funding criteria serve the state best by allowing each area to organize and develop those projects that meet local needs.

### **Reallocated Funds Guidelines**

Reallocated funds are those that HUD has recaptured from a grantee and reallocated to the state. Reallocated funds that are received by the state with the annual grant will be made available to eligible jurisdictions through the 2005 funding distribution in accordance with the method of distribution described in this statement.

### **Recaptured Funds Guidelines**

Recaptured funds are those which are de-obligated by the state from local service providers and redistributed to ensure the maximum and best use of resources. It is CTED's policy to recapture (de-obligate) unspent grant dollars when it is clear that the recapture will not prevent a grantee from completing approved activities.

Resources that are not used within established timeframes may be recaptured. The specific guidelines on distributing recaptured funds are discussed in the program descriptions that follow.

### **Program Income Guidelines**

Program income is any income generated from the use of CTED allocated funds, such as, proceeds from disposition of property, loan repayments with interest, and proceeds from sale of loans. All program income accrued while a contract is still open and active must be used prior to drawing additional program funds from the state. Program income from active contracts must be accounted for on each reimbursement request. Income earned by the grantee as a result of project activities after project completion and after administrative closeout, retains its federal identity and must be reported to CTED annually if it exceeds \$25,000 in any calendar year.

## Summary of 2005 Proposed Changes

### Development of Performance Measures

Washington State's performance measures were built from the framework established by the CTED's 2005 – 2011 Strategic Plan. We anticipate that our performance measurement system will undergo further changes as a result of a national initiative currently undertaken by the Council of State Community Development Agencies (COSCDA), of which CTED is a member. COSCDA is spearheading an effort to refine a "Performance Outcome Measurement System" framework. Once complete, this system will include objectives, outcomes and indicators for each type of activity supported with HUD resources. Washington State plans to integrate its state-specific performance measures with this national system once it is finalized.

Additionally, the Housing Division of CTED will initiate an annual performance review system, starting in 2005, that will involve public meeting(s) to focus more in-depth on the Consolidated Annual Performance and Evaluation Report (CAPER) and invite a public dialogue on how programs have performed over the preceding 12 months and on what course correction, if any, may be needed on priorities and funding allocations within the HOME, ESG and HOPWA programs. This revamped review process is dependent on efforts currently underway to improve data collection on housing activities and our ability to obtain more useful reports out of HUD's Integrated Disbursement and Information System (IDIS).

### Increased HOME resources for Tenant Based Rental Assistance

Housing needs of renter households that are cost burdened (paying more than 30 percent of household income towards rent) are substantial as evidenced by the information collected through the housing assessment process and validated by input received during regional meetings and the public hearings on housing and community development needs. There are more than 90,000 extremely low income renter households in Washington state that face an affordability gap ranging from \$126 to \$320 per month. The "affordability gap" is the dollar difference between 30 percent of a household's gross monthly income and the applicable Section 8 Fair Market Rent. Recognizing the great need of households at the low end of the income spectrum, the amount of HOME funds targeted for Tenant Based Rental Assistance was increased by \$1,000,000.



### **Added HOME resources for Manufactured Housing Homeowner Assistance (MHHA) Program**

HOME funds will fill the identified housing gap for low-income homeowners who need supplemental assistance to relocate their homes when the mobile home parks they live in, close. As discussed in the needs assessment section, CTED's experience administering the Mobile Home Relocation program since 1995 revealed that many manufactured housing community residents (a.k.a. mobile home park residents) abandoned their homes and lost homeownership as a result of park closures. While the state-funded Mobile Home Relocation program offered some assistance, CTED commonly found that, in addition to relocation services, many homes needed to be rehabilitated. Mere relocation was not sufficient. Additionally, state assistance for the purchase of a higher quality home if the dislocated home was not relocatable, was capped at levels insufficient to cover the cost of demolishing the existing home and a down payment on a new or pre-owned home. To address these needs CTED will launch a pilot program to:

- 1) prevent loss of homeownership; and
- 2) improve home safety, health, energy efficiency and neighborhood compatibility for dislocated manufactured homeowners.

### **Implementing the American Dream Downpayment Initiative (ADDI) Program**

CTED will use FY 2005 resources to increase the resources available to address the needs of households who are disabled and who are at or below 50 percent median income and face barriers to homeownership. Homeownership options for persons with disabilities are desirable because they create long-term stability and attachment to the community. To encourage greater levels of homeownership, ADDI funds will be phased-in so that it will primarily be available for downpayment assistance for households who are disabled (including those who are developmentally disabled) so they can become homeowners. This phased-in approach started with FY 2004 ADDI funds. CTED amended the 2004 Action Plan so that 50 percent of the 2004 funding is targeted for households who are disabled. This is increased for the 2005 Action Plan. CTED will initially target all ADDI funds for disabled homebuyers and make it available through the semi-annual Housing Trust Fund process. ADDI funds for disabled households will be supplemented with other HOME funding up to a maximum of \$10,000 per household. At the end of the program year, any funds remaining will be contracted to the homeownership program operated by the Washington State Housing Finance Commission to serve households at or below 80 percent of the median.

### **CDBG Community Investment Fund Grant Limit**

After reviewing the CDBG Community Investment Fund's use of funds and anticipated available resources, it was determined a maximum grant limit should be established beginning in 2005. Since the CDBG General Purpose Grant had recently increased its maximum grant to \$1,000,000, this amount as maximum grant was extended to the CDBG Community Investment Fund. Given the Community Investment Fund seeks to partner with other federal, state and local resources to finance projects, it is anticipated this limit will not unduly restrict the CDBG Program's ability to assist local governments in successfully addressing their community needs.

### **CDBG Public Service Grant Reallocation**

As a result of 2000 Census data, four cities in Washington State have recently elected to seek CDBG entitlement status, and will receive a direct CDBG allocation from HUD beginning in 2004 or 2005. This has directly impacted the CDBG Public Service Grant, which makes funds available through counties to community action agencies serving non-entitlement areas. Of the state's 31 community action agencies, it has been determined that now only 12 community action agencies principally serve residents of non-entitlement areas within non-entitlement counties.

The funding formula for the community action agencies is coordinated with the state Community Services Block Grant (CSBG) Program. While the state CDBG Program was seeking to address the changes in entitlement status for some cities, in 2004 the CSBG was also seeking to revise its funding formula based on 2000 Census demographic changes. Combining these factors, the state CDBG and CSBG Programs are proposing a coordinated reallocation of these funds among the state community action agencies.

### **Relationship between CDBG Funds**

The Action Plan clarifies that while an eligible jurisdiction can apply for more than one type of CDBG funding within the same year, the jurisdiction is not allowed to receive both a Housing Enhancement Grant and a General Purpose or Community Investment Fund Grant for the same project. Also, a jurisdiction is not allowed to receive both a General Purpose and Community Investment Fund Grant for the same project. See the respective CDBG fund sections of the Action Plan for more information.

### **Updated Citizen Participation Plan**

A review of the state's citizen participation plan requirements found in 24 CFR 91.115 and the opportunities for seeking stakeholder

input through electronic means, resulted in some updates to the Citizen Participation Plan that CTED will follow in the administration of HUD funds. The goal of the Citizen Participation Plan is to provide for and encourage citizens to participate in the development of the CTED's Consolidated Plan, any substantial amendments to the Consolidated plan, and the performance report.

## 2005 HOME Partnership Investments Program

The 2005 HOME Program will be designed to address the five-year Strategic Housing Plan overall priorities: very low-income renter and homeowner households earning 50 percent of median family income or less; transitional or supportive housing projects serving people who are homeless or who have special needs; low-income first-time homebuyers and very low-income first-time homebuyers with a disability. Non-profit organizations, local governments, and Public Housing Authorities (PHA) will be able to apply to CTED for HOME funds.

### Allocation of HOME Funds

- Ten percent of the HOME funds will be used for administrative expenses, as appropriate by program.
- Fifteen percent of HOME funds will be allocated to projects developed by Community Housing Development Organizations (CHDOs).
- At least six percent will be used for the Manufactured Housing Homeowner Assistance Program (MHHA).
- At least twenty-three percent will be used for Tenant-Based Rental Assistance (TBRA).
- Twenty-five percent will be used to fund the Home Repair and Rehabilitation Program (HRRP).
- The balance of HOME funds will be made available for the Rental Housing Preservation and Development program, and an American Dream Downpayment Initiative (ADDI) match through a common application to the state's HTF program.

### Geographic Allocation

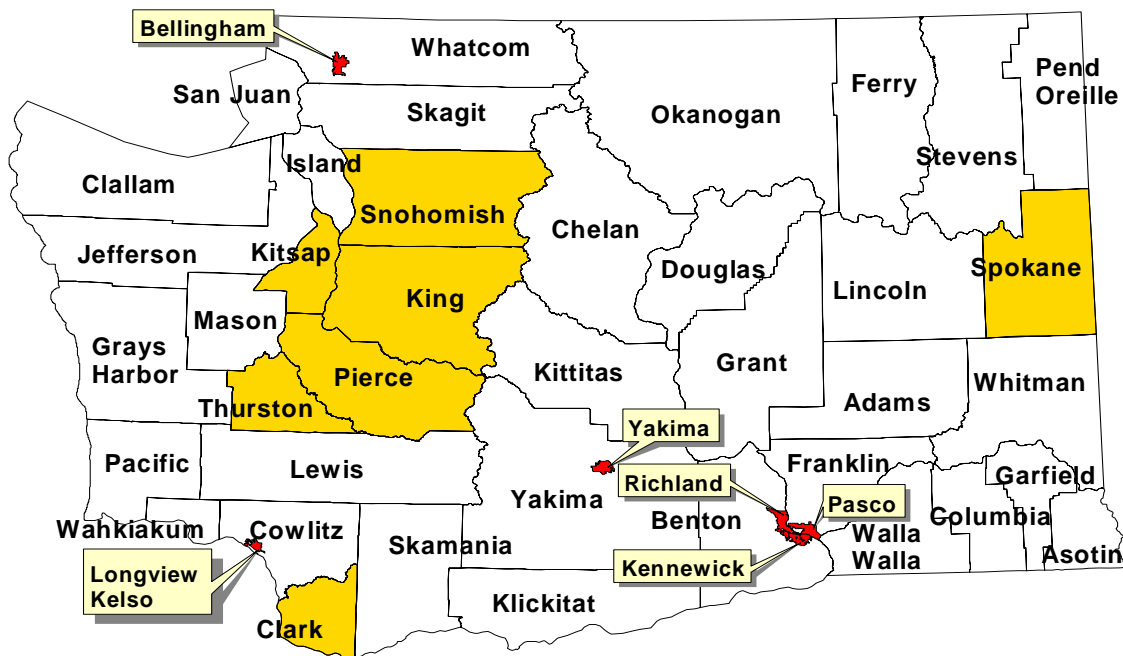
CTED will distribute its HOME funds statewide, with some targeting for specific HOME activities:

- Tenant-Based Rental Assistance (TBRA)- Funds will be targeted to households in areas of the state not served by local HOME participating jurisdictions (PJ) with the exception of funds directed to serve households displaced by Hurricanes Katrina or Rita. Funds will be distributed to serve Katrina or Rita evacuees statewide.
- Housing Repair and Rehabilitation (HRRP) – HRRP funds are allocated on a formula basis to agencies serving non-participating jurisdictions (i.e. jurisdictions not receiving HOME funds directly from HUD). Agencies that include Participating Jurisdictions (PJ) within only part of their service area are eligible to receive a formula allocation; however, the allocation is based upon the proportion of low-income

households located only within the non-PJ portion of their service area and the funds may only be used in the non-PJ area.

- Rental Housing Preservation and Development - Funds will be awarded to projects statewide, including those located in local HOME PJ and CDBG entitlement jurisdictions. Such funds are awarded in conjunction with state Housing Trust Fund (HTF) awards to allow the award of HOME funds based upon project need, design and financial feasibility and organizational capacity. OCD will consult with local governments to coordinate the award of local and OCD HOME funds, when necessary.
- Manufactured Housing Homeowner Assistance - Funds will be awarded statewide, including those households located in local HOME PJ and CDBG entitlement jurisdictions.
- American Dream Downpayment Initiative - Funds will be awarded statewide, including those households located in local HOME PJ and CDBG entitlement jurisdictions.

Map IV-2: HOME Program Participating Jurisdictions (PJs)



*There is strong support to maintaining the state's flexibility to use HOME resource to effectively meet the unique and critical needs of communities across our state.*

### Priorities

CTED has not identified any low priority activities because it would limit the state's ability to address the particular market conditions of communities within the state. The economic and social conditions among counties and regions can vary widely. We need to be careful of relying on a "one size fits all" approach because what works for a dense, urban county may not work for a rural county in eastern Washington. This is a message that is consistently heard in community meetings. There is strong support to maintaining the state's flexibility to use HOME resources, or any other state or federal resource, to effectively meet the unique and critical needs of communities across our state.

While low priority activities are not identified, information collected during the housing needs assessment process and from the public participation meetings also pointed out the critical needs of extremely low-, very low-income households, people who are homeless and special needs population. There was general agreement that more effort was needed to address the needs of people who are homeless and people with special needs (i.e. chronically mentally ill, alcohol or chemically dependent, developmentally disabled, etc.).

To ensure the effective use of limited federal funding, the following priorities are established to guide the use of HOME funds.

Priority #1: Give priority to activities serving very low-income renter and homeowner households earning 50 percent of median income or less.

- Accordingly all HOME programs prioritize households earning 50 percent of median income or less.
- Recognizing the needs of low-income renter households who are cost burdened, almost 55 percent of the HOME allocation is designated to the TBRA and Rental Preservation and Development programs.

Priority #2: Target HOME rental preservation and development resources to transitional and supportive housing projects serving people who are homeless or who have special needs.

Priority #3: Target HOME resources to supplement American Dream Downpayment Initiative funds so that low-income special needs households can purchase their first home, as they generally require more than \$10,000 in assistance as allowed by ADDI.



**Farmworker Housing  
Mattawa, Washington  
CDBG Housing Enhancement  
Grant**

Photo Courtesy CDBG Program/CTED

No additional priorities are established for ESG or HOPWA as these programs have modest funding levels and the specific use of these resources has been determined at the local level, which has worked well in the past.

### **Home Repair and Rehabilitation Program (HRRP)**

#### Activity:

HOME dollars will be used in conjunction with state, private, and federal weatherization and rehabilitation funds to perform:

- Up to \$2,000 for emergency repair.
- Energy efficiency, health, and safety improvements.
- Minor home repair to moderate rehabilitation.
- Substantial rehabilitation.

#### Eligibility:

- Single-family, owner-occupied dwellings.
- Owners' incomes may not exceed 50 percent of the median income for their area.
- Property values after rehabilitation may not exceed 95 percent of the area's median purchase price.

Standards: Upon completion, each project must meet the HRRP Rehabilitation Standards established by CTED, except when an eligible household has an emergent need, such as a broken or leaky water heater, and the service provider:

- Must postpone complete repair and weatherization service to a later date; or
- The client's home has been previously served for energy efficiency and repair and it already meets HRRP Rehabilitation Standards.

Minimum rehabilitation investment will be \$1,000 and maximum will be \$24,999. In 2003, policies to allow occasional substantial rehabilitation will be developed. The objective of this program is to coordinate moderate rehabilitation and energy conservation to better meet the needs of low-income households in a cost-effective manner.

HRRP Fund Distribution: Only existing weatherization providers (community action agencies, housing authorities, and local governments) will be eligible to apply for these grants. At least 80 percent of HRRP funds will be allocated by formula to weatherization providers not located within participating jurisdictions. Any remaining funds may be made available on a competitive basis to all weatherization providers; however, preference will be given to agencies in non-participating jurisdictions.



Recaptured HRRP Funds: CTED may make any recaptured de-obligated amounts from HRRP contractors available to other contractors as soon as possible after the funds have been returned. There are two criteria for the distribution of recaptured funds: (1) the extent to which the applicant demonstrates an immediate need for housing rehabilitation assistance in their service area; and (2) the extent to which the applicant can demonstrate the ability to use the funds promptly.

### **Tenant Based Rental Assistance**

Activity: The Tenant Based Rental Assistance (TBRA) Program will provide rental assistance to households at 50% or less of median income and to households displaced by hurricanes Katrina or Rita. A priority for funding are homeless individuals and families, but the program will also serve other populations in need, as demonstrated by local needs assessments. Needs assessments will be submitted to CTED with applications for funding, and must be approved by CTED. Priority will also be given to hurricane Katrina or Rita evacuees eligible for services as of August 29, 2005.

Eligible Applicants: Eligible applicants are units of local government, public housing authorities and nonprofit community-based organizations. Applicants must have recent experience administering a state or federally funded rental assistance program, or may contract with an experienced organization or technical assistance provider to administer the program. This requirement may be waived for applicants serving hurricane Katrina or Rita evacuees. However, CTED will ensure that applicants have the overall organizational capacity to effectively provide services to evacuee households.

Eligible Clients: Eligible clients are individuals or families whose incomes are at or below fifty percent (50%) of the median household income (as determined by HUD) for the county or standard metropolitan statistical area where the program is located. Client eligibility for households displaced by hurricanes Katrina or Rita is governed by Section 403 of the Stafford Act and the HUD memorandum dated September 9, 2005 and titled "Guidance on the use of HOME funds and Waiver of HOME requirements to Facilitate assistance to Persons Displaced by Hurricane Katrina."

Payments: Rental assistance will be provided through an assistance contract between the property owner and the TBRA contractor and a rental lease between the property owner and the assisted client household. Eligibility of costs to assist households displaced by hurricanes Katrina or Rita is effective as of August 29, 2005.



Monitoring: CTED will monitor the progress of the program through data and documentation collected in the monthly vouchering process, periodic program reports, and periodic on-site monitoring visits to each TBRA contractor.

Contract Terms: The term of the rental assistance contract with an eligible client will not exceed 24 months. The contract will begin on the first day of the term of the lease and will terminate on the last day of the lease or the last day of the 12th month of assistance. All leases must comply with the requirements specified in section 92.253 of the federal rules (24 CFR Part 92).

Rent Reasonableness: TBRA contractors will be required to certify that rents are reasonable before they approve a household's unit for rental assistance according to the Code of Federal Regulations, 24 CFR 882, 106 (b), and Chapter 6-5, HUD handbook 7420.7, Public Housing Agency Administrative Practices Handbook for the Section 8 Existing Program.

Maximum Subsidy Amounts and the Rent Standard: The monthly housing assistance payment paid on behalf of a household may not exceed the difference between the rent standard for the unit size established by the TBRA contractor and 30 percent of the household's adjusted monthly income. The rent standard may not be less than 80 percent of the published Fair Market Rent (FMR) for the unit size in the administering agency's area, or more than the FMR for the area. This requirement is waived for households displaced by hurricanes Katrina or Rita. For these households the monthly housing assistance is based on self-certifications of anticipated income and rent standards that are reasonable for comparable unassisted units.

Housing Quality Standards: Housing units occupied by an individual or family receiving rental assistance must comply with the Housing Quality Standards (HQS) performance and acceptability criteria set forth in Section 982.401 including lead-based paint requirements. Each unit must be inspected when a new client household moves in, and at least annually by a certified HQS inspector. HQS requirements, except for those addressing lead hazard safety, are waived for units occupied by TBRA tenants who were displaced by Katrina. These units must meet at a minimum, local health and safety codes within 30 days of occupancy.

Fund Distribution: The majority of funds will be awarded through a competitive application process which allows applicants flexibility to design their programs provided they are in compliance with the requirements of the HOME Investment Partnerships Program Final

Rule 24 CFR Part 92 and with any additional requirements specified by CTED. The funds for Katrina or Rita evacuees will be distributed through a noncompetitive process.

Recaptured Funds: Any recaptured funds will be added to the pool of funds distributed through the competitive application process described above.

### **Rental Housing Preservation and Development**

Fund Distribution: The target population is households at or below 50 percent of the local area median income level. Funds will be distributed through a competitive application process, administered in tandem with the state HTF programs, that uses specific criteria to evaluate projects in four basic areas: needs of target population; financial feasibility; organizational capacity; and project design. Additionally, HOME rental housing preservation and development resources will be targeted to transitional and supportive housing projects serving people who are homeless or who have special needs. Applications will be accepted semi-annually. The process provides substantial opportunity for technical assistance in the preparation of the proposal, allows maximum flexibility in the use of funds, and is, therefore, most responsive to local needs. HOME dollars will be used for grants, deferred and amortized loans, and will be administered directly by the local government, housing authority, or non-profit receiving the funds. CTED will be responsible for approval of all project draws through the certification of signed progress reports, building official inspections, or architect certificates of completion.

Minimum requirements: Minimum length of commitment will be 40 years, secured by a restrictive covenant. All units will meet, at a minimum, HQS, rehabilitation standards (as applicable), Americans with Disabilities Act (ADA) requirements, applicable Section 504 and Fair Housing Act requirements, and all applicable local codes, ordinances, and zoning codes.

Recaptured funds: Any Rental Housing Preservation and Development funds recaptured by CTED will be added to the pool of funds available through the competitive application process noted above.

### **New Construction**

Activity: Funds will be used for the construction of new rental housing projects. The maximum per-unit cost may not exceed HOME maximum per-unit subsidy amounts. Newly constructed housing will meet Washington State Energy Code, which is more restrictive than the Model Energy Code.

### **Acquisition**

Activity: These funds will be used for acquisition and project-specific pre-development activities, including, but not limited to, architectural, engineering and legal fees, and acquisition of buildings not in need of rehabilitation. Acquisition subsidies and property values cannot exceed HOME limits.

### **Moderate and Substantial Rehabilitation**

Activity: These funds will be used for rehabilitation of substandard or vacant dilapidated single and multifamily rental structures. Rehabilitation subsidies and property values will not exceed HOME limits.

### **Community Housing Development Organizations**

Activity: CHDOs will use HOME funds for HOME-eligible housing they develop, sponsor, or own.

Role of CHDOs: Community Housing Development Organizations will play a strong role in the HOME program. Washington State is fortunate to have a significant number of nonprofit housing developers who meet the CHDO requirements, including a network of community action agencies throughout the state. CTED has certified 25 non-profit developers as CHDOs. CTED will continue its solicitation efforts during the 2004 program year.

### **Affirmative Marketing Procedures**

Subsection 92.341 of the HOME regulations requires affirmative marketing of the housing units assisted with HOME funds. CTED will extend this requirement to all rental units assisted, not just developments of five units or more.

As part of the application process for HOME funds, each proposal must describe the methods of affirmative marketing that will be undertaken as part of the HOME-assisted project.

CTED will take the following actions to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups in housing market areas to housing that is assisted by the HOME program funding.

All correspondence, notices, and advertisements related to HOME funds will contain either the Equal Housing Opportunity logo or slogan.

CTED will require participants in the HOME program to use affirmative fair housing marketing practices in soliciting renters or buyers, determining their eligibility, and concluding all transactions.

Any HOME-assisted housing must comply with the following procedures for the duration of the applicable compliance period:

- Project sponsor advertising of vacant units must include the Equal Housing Opportunity logo or statement. Advertising media may include newspapers, radio, television, brochures, leaflets, or may involve simply a sign in a window.
- The project sponsor will be required to solicit applications for vacant units from persons in the housing market who are least likely to apply for HOME-assisted housing without benefit of special outreach efforts, including placing advertisements in minority-specific media.
- The project sponsor must maintain a file containing documentation of all marketing efforts (copies of newspaper ads, memos of phone calls, copies of letters, etc.). Records to assess the results of these actions must be available for inspection by CTED.
- The project sponsor must maintain a listing of all tenants residing in each unit at the time of application submittal through the end of the compliance period.
- CTED will assess the affirmative marketing efforts of the project sponsor by comparing predetermined occupancy goals (based upon the area from which potential tenants will come) to actual occupancy data that the project sponsor is required to maintain. Outreach efforts on the part of the owner will also be evaluated by reviewing marketing efforts. Corrective action will be required of project sponsors if affirmative marketing requirements are not followed.

### **Manufactured Housing Homeownership Assistance (MHHA) Program**

#### Activity:

HOME funds will be used in partnership with the state Mobile Home Relocation Assistance program funds to increase safety and improve the quality of manufactured homeownership in Washington. HOME funds will rehabilitate manufactured homes, acquire land for a home site for manufactured homes and replace an existing substandard manufactured home with a new or standard manufactured home.

#### Eligibility:

Existing low-income manufactured home owners eligible for Relocation Assistance who are dislocated due to a change in land use.

Single family, owner-occupied manufactured homes.

Low-income homeowners being dislocated due to safety and health reasons receive priority.

After rehab value will not be more than 95% of the median purchase price for the area.  
Homebuyers' willing to ensure the home serves as the primary residence for 5 – 15 years.

Payments:

Individual clients will be referred from the existing Mobile Home Relocation Assistance program.

Administration:

Assistance will be distributed directly to no more than 10 homeowners based upon verified low-income criteria from the relocation assistance program depending upon individual financial need and condition of the home. This will be a pilot project administered in conjunction with the state Mobile Home Relocation Assistance program regulations. CTED staff will manage the program and establish internal regulations, procedures and public information for distribution to homeowners. HOME funds will be used to fill an existing gap for low-income homeowners who are eligible for relocation costs that do not include home upgrades such as electrical, roof repairs, foundation repairs, etc. In addition, relocation assistance funds may provide down payment assistance but are insufficient to fund site improvements or land purchase.

**American Dream Downpayment Initiative (ADDI) Program**

Activity: ADDI funds will be used for downpayment assistance towards the purchase of single-family housing for first-time homebuyers. Other eligible activities include rehabilitation that is completed in conjunction with a home purchase assisted with ADDI funds, including the cost of reducing lead paint hazards and remediating other health hazards.

Fund Distribution: Initially, all of the FY 2005 ADDI fund will be made available competitively through the state Housing Trust Fund (HTF)'s application process. The target population will be households with incomes at or below 50 percent of median family income who are disabled (including persons with a developmental disability) and who are first-time homebuyers. Organizations eligible to apply are listed in RCW 43.185.060.

The following are the guidelines governing this component of the ADDI allocation.

- Applications will be accepted semi-annually.
- Elements of each proposal shall include, but not limited to: a description of organizational capacity, any existing homeownership program experience, use of funds and eligible costs, form of financial assistance to the potential homeowner,

type of properties and property standards, income eligibility and screening, long-term affordability (including a resale or recapture option that meets all federal requirements), and capacity to ensure compliance with 24 CFR 92.254 and all other federal requirements.

- The criteria we will use to evaluate projects will cover four basic areas: project need; financial feasibility; organizational capacity; and project design.
- ADDI funds will be used for grants, deferred or amortized loans, and will be administered directly by the local government, housing authority, or non-profit organization receiving the funds.
- ADDI funds will be supplemented, dollar for dollar (up to a maximum of \$10,000 per household), with other HOME funding.

At the end a program year, any ADDI funds that have not been awarded to a local government, nonprofit organization, housing authority or otherwise eligible project applicant for disabled homebuyers, shall be awarded to the WSHFC's homeownership program.

The WSHFC will be required to serve households at or below 80 percent of median family income, who are first-time homebuyers. The WSHFC will be required to administer these funds in accordance with 24 CFR 92.254 including choosing a resale or recapture option that meets all federal requirements.

Geographic Allocation: Funds will be awarded to projects statewide, including those located in local HOME PJ and CDBG entitlement jurisdictions.

Targeted Outreach Plan: As a condition of award of ADDI funds, each contractor (including the WSHFC) will be required to develop and implement a plan for conducting targeted outreach to residents and tenants of public and manufactured housing, and to other families assisted by public housing agencies to ensure that ADDI funds can be accessed by such families. Semi-annually, CTED will also provide housing authorities, manufactured housing advocacy groups, the Washington State Coalition for the Homeless and the Washington State Low income Housing Alliance with information on the award of ADDI funds so that impacted communities are made aware of ADDI funds in their local area. CTED's website will contain up-to-date information on ADDI programs that have been funded.



Actions to Maintain Homeownership: As a condition of award of ADDI funds, each contractor will be required to provide homebuyer training and counseling designed to ensure the ability of prospective homebuyers to undertake the purchase of their first home and to maintain their home.

### **Minority and Women Owned Business Outreach**

Title 24 of the Code of Federal Regulations (CFR) Subpart H, Subsection 92.351 (b)(5), requires the encouragement and use of minority and women-owned business enterprises in the implementation of HOME program activities.

Executive Orders 11625, 12432, and 12138 will provide the basis for the State of Washington's outreach and monitoring efforts to ensure that minority and women-owned enterprises are used to the greatest extent possible to provide services, materials, contractors, and other affiliated professions and occupations associated with all HOME-supported programs.

CTED will require funded applications, by contractual language, to undertake direct affirmative outreach measures to ensure the greatest possible opportunity for minority and women-owned businesses to compete for contracts within each phase of a HOME-funded project. This will include, but not be limited to, realtors, appraisers, lenders, architects, contractors, and property management firms. The current listing of certified minority and women-owned businesses is readily available from the state's Office of Minority and Women's Business Enterprises. This listing will include all project-specific relevant professions and occupations within the geographic region where the project will be implemented.

Examples of bid advertisements and notices will be provided to HOME project sponsors to ensure ease of implementation and consistency of approach in the outreach efforts. Project sponsors will be encouraged to place advertisements in minority- and women-specific media whenever possible.

To maintain statistical data on outreach, use and participation of minority and women-owned businesses as contractors and subcontractors in HOME-assisted projects, sponsors will be required to identify firms contacted, bids received, contracts let, and dollars provided to such firms. Each HOME project sponsor will be provided the format for such reports to ensure consistency and ease of monitoring.

*ESAP distributes funding based on poverty and unemployment statistics, and provides a base level of funding to everyone.*

Every HOME contractor will be monitored and evaluated at contract closeout for this information as well as the associated back-up files and documentation. In addition, CTED will reserve the right to conduct on-site inspections and interviews to confirm the use of minority and women workers during the course of project completion.



## 2005 Emergency Shelter Grants Program

### Allocation of Funds

The Emergency Shelter Grants Program (ESGP) funds will be made available to non-formula jurisdictions in the balance-of-state program areas served by CTED. The unit of general local government in which the proposed activities are to be located must certify that it approves the application and the proposed activities must be for eligible activities.

The Federal Fiscal Year 2004 allocation to Washington State will be approximately \$1,349,000. Applications will be solicited from all the eligible non-formula areas. The eligible non-formula areas are all cities and counties in the state of Washington except for the City of Seattle, City of Tacoma, City of Spokane, Snohomish County, King County, and Pierce County.

In an effort to unify and streamline state support of emergency shelter programs, ESGP funds will be allocated to eligible areas that submit complete applications based on a formula similar to the one used by the state ESAP. ESAP distributes funding based on poverty and unemployment statistics, and provides a base level of funding to everyone.

To reduce the abrupt funding changes that a switch to a pure poverty/unemployment funding formula would cause, the formula will also include provisions to limit the percentage change in funding from the previous year. This will reduce the disruptions that would be caused by sudden funding changes.

### Application Requirements

All applicants must have a Continuum of Care plan in place or have started to develop a plan in order to receive ESGP funds. Each applicant will need to submit an application that describes the types of activities that will be undertaken, the agencies who will provide services, and the budget for each participating agency. Each application will need to contain the following information:

- A clear statement of need for the use of allocated funds.
- An explanation of how proposed activities are consistent with the Continuum of Care plan.
- A clear description of activities, a cost-effective budget and a schedule.
- A list of program outcomes for each component or activity.
- The most recent audit for the lead agency contractor.

CTED will reserve the right to reduce or to redistribute a county's allocation, if insufficient information is provided in the application,

ineligible activities are proposed, or if the lead agency contractor lacks a demonstrated capacity to administer the ESGP contract.

### **Eligible Activities**

In an effort to integrate the state Emergency Shelter Assistance Program (ESAP) and the ESGP, the use of ESGP funds will be limited to providing operating support and essential services for emergency shelters. Since homelessness prevention services may be provided by ESAP and capital projects may be funded by the state's Housing Trust Fund program, the greatest need for ESGP resources has been to provide operating support and services for emergency shelters. Applicants may choose to fund one activity or a combination, depending on the priorities in their local Continuum of Care plan.

### **Grant Awards**

CTED will award grants and make funds available to approved applicant organizations within 65 days of HUD's approval of Washington State's application. Eligible applicant organizations are non-profit organizations, a public housing authorities or local governments serving as a lead agency contractor for the county. As the lead agency, the contractor will pass funds through to participating agencies in the county to provide eligible housing and homeless services. Participating agencies must be non-profit organizations, public housing authorities or local governments.

### **Recaptured Funds**

CTED will make any recaptured amounts available to units of local government or non-profit organizations in non-formula areas as soon as possible after funds have been returned. There are two criteria for the distribution of recaptured funds: (1) the extent to which the applicant demonstrates an immediate and critical need for assistance in serving the homeless; and, (2) the extent to which the applicant can demonstrate the ability to use the funds promptly.

## **2005 Housing Opportunities for People with AIDS Program (HOPWA)**

### **Allocation of Funds**

Funding will be distributed to Washington State's AIDSNET regions based on the number of surviving AIDS cases in each county as reported by the Department of Health. CTED will reserve the right to adjust or redistribute a region's allocation if ineligible activities are proposed, insufficient information is provided in the application, or if an appropriate lead agency is not identified to administer the HOPWA contract in the local area. Counties that already receive HOPWA funds directly from HUD, will not receive any funds from CTED's HOPWA allocation.

### **AIDSNET Regions**

The Department of Health funds and supports HIV prevention services through a system known as the Regional AIDS Service Networks (AIDSNETs). The AIDSNETs, in cooperation with local health departments/districts and community organizations within the regions provide the following:

- 1) Together with the affected community, develop plans for HIV prevention and care services;
- 2) Provide HIV counseling, testing and partner notification services;
- 3) Conduct disease control activities as required by law;
- 4) Offer HIV prevention education and other interventions, such as needle-exchange programs, especially for those at highest risk of disease; and
- 5) Provide case management services.

While HOPWA funds are distributed by AIDSNET region, the AIDSNET coordinators are not involved in the administration of funds, although they are aware of the program. Instead, a sponsor with experience in housing is chosen in each region to administer the funds. The AIDSNET Coordinators have recently been contacted regarding the HOPWA program in their region. They received information on the program funding allocation process along with information about the lead agency and activities in their region. They were asked to comment on the program and after consulting with the lead agencies, the coordinators had positive comments about the activities and administration of the program.

### **Recaptured Funds**

CTED will make any recaptured funds available to units of local government or non-profit organizations in non-formula areas as soon as possible after the funds have been returned. There are two criteria for the distribution of recaptured funds: (1) the extent to

which the applicant demonstrates an immediate need for assistance in serving the homeless; and, (2) the extent to which the applicant can demonstrate the ability to use the funds promptly. In addition, priority is given to organizations in the region the money is returned from.

### **Geographic Network**

Service providers in each AIDSNET region will be responsible for collaborating in the selection of a lead agency for their region. The lead agency will organize a local process to decide how the regional HOPWA allocation will be used and which project sponsors will be selected to provide services. CTED will contract with the designated lead agency that will be responsible for passing funds through to the local project sponsor. Eligible project sponsors are non-profit organizations, public housing authorities or local governments.

### **Eligible Activities**

Eligible activities will be all those allowable under the HOPWA guidelines, including facilities and community residences, rental assistance, short-term payments to prevent homelessness, technical assistance, supportive services and other activities, subject to the standards and limitations provided in the regulations at Rule 574.300(b).



**Town Of Lyman Water System Upgrade**  
**CDBG General Purpose Grant**  
Photo Courtesy CDBG Program/CTED

## 2005 Community Development Block Grant Program

### Program Mission

The mission of the Community Development Block Grant Program (CDBG) is to improve the economic, social, and physical environment of eligible cities and counties in ways that enhance the quality of life for low- and moderate-income residents, and as a result, benefit the entire community.

This Action Plan describes the method of distribution for the Community Development Block Grants administered by CDBG Program staff in CTED's Local Government Division and the CDBG-Supported Economic Development Loan Funds administered by Business Finance Unit staff in CTED's Economic Development Division.

### Review Process for Funding

CDBG staff members use three levels of criteria to determine whether or not a grant will be made to a local government for a proposed project. First, staff must determine that the local government is an eligible applicant, that the project is an eligible activity according to the federal statutory requirements that govern the program and that the project meets one of three "national objectives" listed below. Second, staff reviews the proposed project to determine whether or not it meets the conditions for funding that have been established by state program policy. Based upon experience, these conditions have proven to be indicators of a successful project. Third, staff determines how a project fits the overall program's priorities as established by rating and review processes that are specific to each of the state's separate CDBG grant funds. The criteria for each level of review are:

### Eligible Applicants

Eligible cities and towns are those with less than 50,000 populations or counties with less than 200,000 populations, provided the cities, towns, and counties do not participate as members of HUD Urban County Consortiums.

Indian tribes and special purpose organizations, such as public housing authorities, port districts, water and sewer districts, community action agencies and economic development councils are not eligible to apply directly to the CDBG Program for funding. These projects may be eligible under CDBG if:

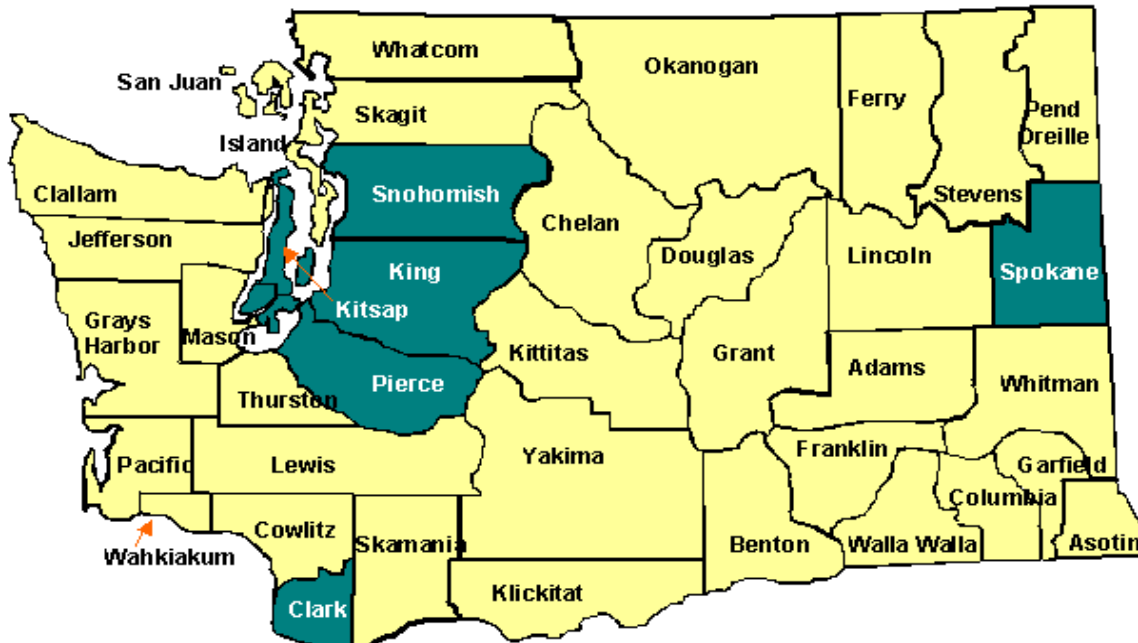
- A project will serve both an eligible local government's citizens and tribal members. If the boundaries of a project's service area involve both the local government and a tribal jurisdiction, the

local government may apply for state CDBG funding on behalf of and in coordination with the Indian tribe.

- An eligible local government chooses to involve a special purpose organization in the operation of a project funded under the CDBG program.

The following map displays the non-entitlement areas that are eligible for state CDBG funds.

**Map IV-3: CDBG Non-Entitlement Map**



### 2005 CDBG Entitlement/Non-Entitlement Jurisdictions

<span style="color: yellow;">■</span> Non-Entitlement Counties	<span style="color: teal;">■</span> Entitlement Counties	Entitlement Cities in Non-Entitlement Counties
		<ul style="list-style-type: none"> <li>• Anacortes</li> <li>• Bellingham</li> <li>• Longview</li> <li>• Olympia</li> <li>• Mount Vernon</li> <li>• Tri-Cities</li> <li>• Wenatchee</li> <li>• Yakima</li> </ul>

### Eligible Activities

All CDBG-funded projects must be an eligible activity according to Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended.

*The CDBG Program will ensure that not less than 70 percent of the CDBG funds will be used for activities that benefit persons of low- and moderate-income.*

### **National Objectives**

An eligible project must meet at least one of the following three federal (HUD) requirements:

1. Principally benefit persons with low- to moderate-income;
2. Prevent or eliminate slums or blight; or
3. Address an urgent community development need, which poses a serious and immediate threat to health and safety.

The CDBG Program is designed to principally benefit low- and moderate-income persons by providing grants to cities and counties and will ensure that not less than 70 percent of the CDBG funds received by Washington State during the past three years will be used for activities that benefit persons of low- and moderate-income. Low- and moderate-income is defined as 80 percent of the county median income.

### **Conditions for Funding**

According to program policy, funds are awarded for eligible projects that meet the following conditions:

1. There is a compelling need for public assistance;
2. A feasible technical solution to the problem or opportunity being addressed has been identified and agreed to by affected citizens, the local government and the appropriate regulatory agencies;
3. The project is ready to proceed and will make timely use of the funds;
4. There is a clear and feasible plan for implementing the project and maintaining its operation into the foreseeable future; and
5. There is credible evidence that the results will be commensurate to the amount of public funds requested.

### **Funding Priorities**

In order to be funded, a project must rank high in comparison to other similar projects on a state and local level using the following priorities:

1. The project addresses a public health and safety issue; or
2. It improves essential services to low- and moderate-income persons; or
3. It completes a necessary and specific step in a broader community development strategy.

### **Allocation of Funds**

CDBG resources will be distributed to eligible non-entitlement communities through the programs and funds listed in Tables IV-5 and IV-6.



The state's CDBG allocation for 2005 is divided into seven funds or programs, each of which uses a different method of distribution:

- The Community Investment Fund distributes resources in support of locally identified projects that have emerged through the Washington Community Economic Revitalization Team priority process (WA-CERT), or the Federal Rural Enterprise Initiative. Funded projects provide benefits to low- and moderate-income individuals through projects that are also significant on a sub-state, regional or countywide basis in terms of economic diversification and community stability. Project selection is made on a funds available basis, using a collaborative process that includes federal, state, and local funding sources. Award decisions require the review and approval of CTED's Resource Team.
- The General Purpose Grant program distributes funds to eligible jurisdictions following an annual statewide competitive application process.
- Housing Enhancement Grants are companion funds to the Housing Trust Fund (HTF) activities that are essential to a project's success, are not eligible for HTF, and fill a financial gap in project funding. Grant decisions and awards are made in coordination with the HTF Program's funding cycle.
- The Housing Rehabilitation Grant Program provides non-competitive grants, which are available throughout the year on a fund available basis.
- The Imminent Threat Grant fund jurisdictions facing urgent needs beyond their ability to address with potential impacts on public health and safety. Awards are made on a funds available basis.
- Planning-Only Grants (POG) are available throughout the year on a funds available basis to eligible jurisdictions to plan the implementation of priority projects that principally benefit low- and moderate-income persons. Award decisions require the review and approval of CTED's Resource Team.
- Public Service Grants are distributed using a funding formula to eligible counties that in turn rely upon Community Action Agencies as subrecipients for administration and service delivery that benefit low-income individuals.
- Float-Funded Activity Grants (Floats) are made available on a funds available basis and use CDBG funds allocated to the State CDBG Program, but not expected to be drawn down for the duration of the Float loan term. These funds may be used to provide short-term loans to businesses/developers and interim construction financing to eligible jurisdictions for CDBG-eligible activities that meet a HUD National Objective.



- The Rural Washington Loan Fund (RWLF), administered by CTED, provides gap financing loans, on a funds available basis, to small businesses, primarily in economically distressed and timber-impacted non-entitlement areas of the state.
- The Section 108 Loan Guarantee Program is backed by a pledge of CDBG funds. This pledge or guarantee facilitates the applicant's access to other sources of funds for economic development, housing, public facilities and large-scale development projects. The loan guarantee provision is available throughout the program year and is subject to a maximum guarantee limit.

The following is a table that shows how CDBG funds were allocated and obligated in 2004 (as of November 2004) and the resulting number of projects. Based on these successful outcomes and the anticipated amount of funds available for 2005, the table summarizes the anticipated number of projects to be funded in 2005.

**Table IV-4: Summary of CDBG Funds Allocated and Number of Projects**

SUMMARY OF FUNDS ALLOCATED AND NUMBER OF PROJECTS						
CDBG Program	2004 Funds Allocated in Action Plan (Not including Contingency)	2004 Funds Obligated To Date (Including Contingency)	2004 Number of Projects (Anticipated)	2005 Funds Allocated in Action Plan (Proposed)	Anticipated use of Contingency Funds	2005 Anticipated Number of Projects
Community Investment Fund	\$4,500,000	\$5,480,200	12	\$5,178,030	\$750,000	7
General Purpose Grant	\$8,000,000	\$9,578,115	18	\$7,500,000	\$500,000	15
Housing Enhancement Grant	\$1,185,000	\$206,578	3	\$1,000,000	\$200,000	5
Housing Rehabilitation Grant Program	\$1,000,000	\$2,517,210	6	\$1,500,000	\$400,000	4
Imminent Threat Grant	\$400,000	\$46,612	1	\$300,000	\$100,000	2
Planning-Only Grants	\$500,000	\$580,945	23	\$600,000	\$50,000	22
Public Service Grant	\$1,775,000	\$1,845,850	15	\$1,766,000	\$0	12
<b>TOTAL GRANTS</b>	<b>\$17,360,000</b>	<b>\$20,255,510</b>	<b>78</b>	<b>\$17,844,030</b>	<b>\$2,000,000</b>	<b>67</b>

### **Fund-Specific Program Information**

Complete descriptions of each specific program or fund, including application requirements, eligibility guidelines, methods of funding distribution and award processes are provided in this Action Plan. The actual projects to be funded in 2005 will be guided by the eligibility guidelines and selection criteria described in the 2005 application materials for the specific CDBG funds. In addition, information is available in the 2005 Rural Washington Loan Fund (RWLF) Guidelines, the Section 108 Loan Guarantee Guidelines, and the CDBG Float-Funded Activity guidelines.

### **Funding Limits for Specific CDBG Activities**

There are four statutory limits on the amount a state can spend for specific eligible activities under the CDBG program. The state is not allowed to use any more than two percent plus \$100,000 of its total annual award for program administration carried out by state staff in operation of the program, or one percent of its annual resources for any eligible aspect of technical assistance conducted by state staff. These limits have been in effect since 1982.

In addition, the state is also restricted from using any more than 15 percent of its annual allocation for public service activities, and 20 percent for planning activities (including administration carried out by the state). Eligible activities for CDBG public service and planning resources are described below in the Planning-Only Grant and Public Service Grant sections.

### **CDBG Program Review of Requested Grant Amounts**

Grants consisting of more or less than the amount originally requested may be awarded at CTED's discretion based on discussions between CDBG Program staff and the jurisdiction. The preliminary notice of project selection does not imply approval of all activities or all costs proposed in the selected application. The grant contract, once negotiated, is the legal document that governs the administration of the grant.

### **Minimum Performance Standards**

CTED reserves the right to deny, review, or fund applications that include the involvement of jurisdictions or organizations with serious unresolved audit findings related to performance or capacity.

Further, CTED reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous grantee performance. In such situations, the grantee is responsible for development and initiation of corrective action satisfactory

to CTED. Upon request, CTED will provide technical assistance to the community to help ensure timely completion of approved project activities.

**TABLE IV-5:**

<b>2005 COMMUNITY DEVELOPMENT BLOCK GRANT</b>	<b>ESTIMATED RESOURCES AVAILABLE</b>
<b>DESCRIPTION OF PROPOSED USES</b>	
<b>ADMINISTRATION</b> See page IV-32.	\$469,980
<b>TECHNICAL ASSISTANCE (1% of state grant)</b> See page IV-32.	\$184,990
<b>COMMUNITY INVESTMENT FUND</b> The amount indicated will be available from the 2005 allocation for new grant awards. Additional monies from the Contingency Fund may be used for priority projects on a funds available basis. See page IV-36.	\$ 5,178,030
<b>GENERAL PURPOSE GRANTS</b> The amount indicated will be available from the 2005 allocation for new grant awards. Additional funds may be made available if the 2005 allocation exceeds \$18 million or the Contingency Fund may be used for priority projects on a funds available basis. See page IV-45.	\$ 7,500,000
<b>HOUSING ENHANCEMENTS GRANTS</b> The amount indicated will be available from the 2005 allocation for new grant awards. Additional monies from the Contingency Fund may be used for priority projects on a funds available basis. See page IV-51.	\$ 1,000,000
<b>HOUSING REHABILITATION GRANT PROGRAM</b> The amount indicated will be available from the 2005 allocation for new grant awards. Additional funds may be made available if the 2005 allocation exceeds \$18 million or the Contingency Fund may be used for priority projects on a funds available basis. See page IV-54	\$1,500,000
<b>IMMINENT THREAT GRANTS</b> The amount indicated will be available for new grant awards. This level will be maintained with monies from the Contingency Fund on a funds available basis. The ultimate amount of funds obligated for Imminent Threat Grants may increase depending upon the amount of funds made available from the 2005 Contingency Fund. See page IV-57.	\$ 300,000
<b>PLANNING-ONLY GRANTS</b> The amount indicated will be available from the 2005 allocation for new grant awards. Additional monies from the Contingency Fund may be used for priority projects on a funds available basis. See page IV-60.	\$ 600,000
<b>PUBLIC SERVICE GRANTS</b> The amount indicated will be available for new grant awards. See page IV-66.	\$ 1,766,000
<b>ESTIMATED TOTAL 2005 CDBG ALLOCATION</b>	<b>\$ 18,499,000</b>

**TABLE IV-6:**

<b>CONTINGENCY FUNDS</b>	<b>ESTIMATED RESOURCES AVAILABLE</b>
<b>DESCRIPTION OF PROPOSED USES</b>	
The Contingency Fund is the accumulation of recaptured/deobligated funds, remaining funds allocated to a grant fund that are unobligated at the end of the program year, and program income. These accumulated funds are carried over to establish the Contingency Fund for the next program year and made available for new grant awards as described in the individual fund sections of this Action Plan and on page IV-69.	
<b>ESTIMATED 2005 CARRY-OVER CONTINGENCY</b>	<b>\$2,000,000</b>

**TABLE IV-7:**

<b>SECTION 108 LOAN GUARANTEES</b>	<b>ESTIMATED RESOURCES AVAILABLE</b>
<b>DESCRIPTION OF PROPOSED USES</b>	
The State of Washington will pledge its future CDBG resources, up to the amount of the 2005 CDBG Allocation, to secure Section 108 Loan Guarantees for CDBG eligible activities. Although this pledge does not immediately reduce the state's CDBG allocation, future reductions due to payment default may result in the reduction of the state's annual award. Reductions to the state's annual award will be absorbed by the contingency fund. Reductions in excess of the available balance within the contingency fund will be absorbed proportionally by all CDBG programs. Net reductions occurring in program year 2004 totaled \$470,844. See page IV-72.	\$18,000,000

**TABLE IV-8:**

<b>RURAL WASHINGTON LOAN FUND</b>	<b>ESTIMATED RESOURCES AVAILABLE</b>
<b>DESCRIPTION OF PROPOSED USES</b>	
The RWLF Program exchanges state appropriated funds with CDBG funds. This exchange of funds does not reduce the state's CDBG allocation. This includes up to \$500,000 of additional resources that will be made available from the state's annual CDBG award if RWLF has exhausted its funds. See IV-76. ** Includes \$558,000 set aside in state building fund for potential addition to the CDBG/RWLF lending pool.	\$7,450,000**

**TABLE IV-9:**

<b>CDBG FLOAT-FUNDED ACTIVITIES</b>	<b>MAXIMUM AVAILABLE</b>
<b>DESCRIPTION OF PROPOSED USES</b>	
Float-Funded Activities are fully secured loans made in support of CDBG eligible economic and community development projects. The capital that is made available for Float-Funded Activities comes from unexpended CDBG awards to local governments. See IV-80.	\$ 20,000,000



**Site of WalMart Distribution Center  
Grandview, Washington  
CDBG Community Investment Fund  
Project**

Photo Courtesy CDBG Program/CTED

***Participating in the design  
and funding of community  
projects in this way  
represents a departure from  
the traditional competitive  
method of distributing  
grant funds.***

### **2005 Community Investment Fund Grant**

CDBG Community Investment Fund Grants provide eligible jurisdictions the opportunity to access funds throughout the year for their priority community and economic development projects. Targeted technical assistance will be provided prior to and with each commitment of resources upon request. The commitment of resources will be reserved for high priority projects that are ready to proceed, need grant funding to be feasible and meet either the HUD National Objective of principally benefiting low- and moderate-income persons or the prevention/elimination of slums or blight.

Participating in the design and funding of community projects in this way represents a departure from the traditional competitive method of distributing grant funds. To facilitate this approach to project development, technical assistance will be provided to interested communities with high priority projects through the Washington Community Economic Revitalization Team (WA-CERT) scoping process and on-site visits. High ranked, unfunded applications will be “scoped” by members of the WA-CERT Economic Development Sub-committee and/or the CTED Resource Team to learn more about the project and determine the stage of readiness for the purpose of suggesting possible funding and appropriate technical resources, including the Community Investment Fund.

Any CDBG eligible non-entitlement jurisdiction that is participating in the federal Rural Enterprise Community Program or WA-CERT priority process is eligible to apply for a Community Investment Fund grant. Eligible projects must be ranked as one of the top 3 unfunded projects on the WA-CERT list. The federal Rural Enterprise Community Program and WA-CERT priority processes identify and prioritize through an inclusive county-wide selection process. Applications will be accepted for projects that have been identified as regionally significant through a collaborative process that includes representatives from federal, state, and local governments. If the WA-CERT ranking system is discontinued, CTED will work with stakeholders to determine another local or regional prioritization system.

#### **Amount of Funds Available**

A fund of \$5,178,030 has been set aside for the purpose of making Community Investment Fund Grants available to eligible local governments. Additional monies from the Contingency Fund may be used for priority projects on a funds available basis. Any remaining funds (not obligated) at the end of the program year will be carried to the next program year for use in the Contingency Fund.

### **Application Guidelines**

#### Pre-Application Requirements

- A Community Investment Fund Grant pre-application is available upon request and may be submitted for review at any time.
- The project must be ranked within the top three unfunded projects on a county's Washington Community Economic Revitalization Team's (WA-CERT) list of priority projects, or be designated as a Rural Enterprise Community Area and included on the WA-CERT list. Pre-applications include a two-page project summary as required by the WA-CERT.
- Any funded Community Investment Fund project must meet a HUD National Objective of principally benefiting low- and moderate-income persons or the prevention/elimination of slums or blight. "Principal benefit" is defined as at least a 51 percent of a project's overall benefit will be to low- and moderate-income persons.

#### Application Requirements

- A Community Investment Fund applicant must meet the CDBG federal requirements for citizen participation and comply with the required federal and state certifications.
- The jurisdiction will receive Community Investment Fund application materials with their invitation to apply from the CDBG Program. The jurisdiction must submit an application that meets all application elements within 90 days of the invitation to apply. To be considered for funding from the current program year, the application must be received by December 31<sup>st</sup> of that program year.
- To be funded, a Community Investment Fund application must document principal benefit to low- and moderate-income persons or prevention/elimination of slums or blight. "Principal benefit" is defined as at least a 51 percent of a project's overall benefit will be to low- and moderate-income persons.

### **Prevention/Elimination of Slums or Blight National Objective**

#### Criteria for activities carried out in a Slum/Blight Area

- Area must meet definition of slum/blighted area under state/local law;
- Substantial number of deteriorated/deteriorating buildings or public improvements throughout the area;
- Activity must address conditions contributing to deterioration; and



- Documentation is kept of boundaries of area and conditions that qualified the area at time of designation.

### Criteria for qualifying activity as meeting Spot Slum/Blight designation

- Activities must address specific conditions of blight/physical decay not in a slum/blight area;
- Activities limited to acquisition, clearance, relocation, historic preservation, building rehabilitation;
- Rehabilitation limited to elimination of conditions detrimental to public health and safety.
- Any subsequent use of the property after acquisition or clearance must be considered to be a “change of use” under 24 CFR 570.489(j).

### **Eligible Activities**

A variety of public facilities, economic development, housing, and community facility activities are eligible for CDBG Community Investment Fund Grants. A complete listing of eligible and ineligible activities can be found in Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended and 24 CFR 570.201.

The following two approaches to the use of Community Investment Funds under special circumstances may now be employed:

1. Special Activities by Community-Based Development Organizations; and
2. Community Revitalization Strategy Process

### **Special Activities by Community-Based Development Organizations**

A jurisdiction may provide CDBG funds under a subrecipient agreement to a Community-Based Development Organization (CBDO) to carry out a neighborhood revitalization, community economic development, or energy conservation project as set forth at 24 CFR 570.204. To be considered an eligible CBDO a jurisdiction must meet the criteria as set forth under 24 CFR 570.204(c). Please contact CDBG staff for a copy of the regulation.

### **Community Revitalization Strategy Process**

The CDBG Program has adopted the Community Revitalization Strategy (CRS) approach to the use of State CDBG resources by units of general local non-entitlement government. The Strategy Area concept represents a targeted approach to community development, requiring some critical mass of population density in order to be effective.



The CRS approach will be applicable to both the existing CDBG General Purpose Grant Program and the CDBG Community Investment Fund Grant Program. There will be no change to the CDBG rating and selection criteria. The Strategy must be approved by the State CDBG Program and will become a component of the threshold review process.

The CRS approach will allow the State CDBG Program to address disinvestment within a defined area that meets specific criteria. This area may be within a jurisdiction that has a low- and moderate-income percent of less than 51 percent. Currently such a jurisdiction would be unable to access CDBG funds for an area benefit project that would benefit the entire jurisdiction, such as city-wide water or sewer system improvements, even when the target area (within the jurisdiction) is over 51 percent low- and moderate-income.

The regulations that authorize the CRS process are as follows:

- 24 CFR 570.483(e)(5)(i) “Activities undertaken pursuant to the strategy for the purpose of creating or retaining jobs may, at the options of the grantee, be considered to meet the requirements of paragraph (b) of this sections under the criteria at Sec. 570.483(b)(1)(v)”
- 24 CFR 570.483(b)(1)(v) “HUD will consider activities meeting the requirements of paragraph (e)(5)(i) of this section to qualify under paragraph (b)(1) of this section, provided that the area covered by the strategy meets one of the following criteria:
  1. The area is in a Federally-designated Empowerment Zone or Enterprise Community; or
  2. The area is primarily residential and contains a percentage of LMI residents that is no less than 70 percent;” or
  3. All of the census tracts/block numbering areas in the area have at least a 20 percent poverty rate, and at least 90 percent of them have at least a 25 percent poverty rate; and the area in primarily residential.”
- 24 CFR 570.483(b)(1) “Area benefit activities.” Criteria for meeting HUD’s National Objective.

For a unit of general local government (jurisdiction) to implement the CRS approach, the following process may be used as an implementation guide:

- The target area must meet one of the three criteria under 24 CFR 570.483(b)(1)(v), as noted above;
- Once it is verified that one of the criteria has been met, the jurisdiction would prepare the required CRS;
- The completion of a CRS is an eligible activity and may be funded through the State’s CDBG Planning-Only Grant

Program. In addition, it is encouraged that the target area strategy be linked to existing planning initiatives to avoid duplication of effort at the local level. The following is a list of common documents/initiatives to which a CRS might be linked:

- o Local strategic or comprehensive plans, including plans in compliance with the Growth Management Act;
- o “Certified economic development readiness” designations;
- o State Enterprise Zone designations;
- o State welfare reform and welfare-to-work programs;
- o Economic diversification initiatives in areas dominated by declining industries;
- o Main Street programs;
- o State-funded housing rehabilitation or housing development programs; and
- o State energy programs.

Essential components of the a CRS must include but are not limited to the following:

- A local strategy must identify the boundaries of the target area for which the strategy applies;
- The strategy target area must meet one of the following criteria:
  - o The area is in a Federally-designated Empowerment Zone or Enterprise Community; or
  - o The area is primarily residential and contains a percentage of LMI residents that is no less than 70 percent;” or
  - o All of the census tracts/block numbering areas in the area have at least a 20 percent poverty rate, and at least 90 percent of them have at least a 25 percent poverty rate; and the area in primarily residential.
- The State CDBG Program recognizes the importance of a flexible, long-term approach to revitalizing a target area. The Community Investment Fund Grant Program is available throughout the year on a funds available basis and is best suited to providing longer-term funding of targeted revitalization activities.
- The integration of other funding resources into the CRS approach, such as participation and funding from:
  - o USDA Rural Development;
  - o Private Foundations;
  - o CTED’s Housing Division;
  - o Housing Authorities;
  - o Community Action Programs;
  - o Religious Organizations;
  - o Economic Development Organizations;
  - o Main Street Programs; and
  - o Local Governments.
- The bringing together of community and target area

stakeholders to forge partnerships that:

- o Obtain commitments from community organizations to participate actively in the long-term revitalization initiative;
  - o Make communities attractive for investments, thereby creating employment opportunities and the creation of profits;
  - o Generate community participation at least equal to the CDBG Program's Citizen Participation Requirements to ensure that the benefits of economic activity are reinvested in the community for long-term development;
  - o Support the involvement of nonprofit intermediary institutions;
  - o Foster the growth of resident-based initiatives to identify and address their housing, economic and human services needs;
  - o Provide capacity to coordinate the delivery of various local, state and federal resources; and
  - o Support initiatives to move unemployed people from public assistance into jobs.
- The assurance that local strategies include an assessment of the economic conditions of the area; an examination of the opportunities for economic development improvement; and an assessment of the problems likely to be encountered.
  - The assurance that local strategies contain a realistic development strategy and implementation plan to promote the area's economic progress, focusing on activities to create meaningful jobs for the unemployed and low- and moderate-income residents of the area as well as activities to promote the substantial revitalization of the area.
  - The state will utilize the following two existing methods of grant evaluation and performance measurement to document measurable accomplishments:
    - o The required final public hearing that occurs at the end of the contract period; and
    - o The utilization of HUD's Integrated Disbursement and Information System (IDIS).

For a specified target area, the Washington State CDBG Program has the option of requesting an exception to the 70 percent low- and moderate-income threshold or the 25 percent poverty rate threshold. Any exception would require both state and HUD field office review and approval. Exceptions are envisioned to be granted only for unusual circumstances, where strong targeting of benefits to low- and moderate-income residents can still be shown.

### **Ineligible Activities**

As a general rule, activities that are not specifically identified as eligible in Section 105(a) of Title I of the Housing and Community Development Act of 1974 are considered to be ineligible. In addition, CDBG funds may not be used for general conduct of government business; to pay for lobbying activities, to purchase equipment, or to purchase, construct, or improve buildings used for the general conduct of government.

### **Method of Funding Distribution**

The selection process for Community Investment Fund proposals consists of several stages including pre-application submittal; preliminary scoping and, if necessary, on-site meetings with the prospective applicant; invitation to submit application; threshold review; project evaluation and award.

#### Pre-Application Submittal

- Pre-Applications may be submitted at any time.
- Pre-Applications will be reviewed on a first come first served basis.

#### Preliminary Scoping

A scoping agent will be assigned to conduct a preliminary review of the proposed project. During this period, the project will be reviewed, inspection made if necessary, and a preliminary assessment of the project's readiness to proceed and CDBG eligibility will be made. A project is "ready" when it has a well-defined scope, reliable budget, strong community support, and no problems that would prevent implementation soon after funds are committed.

#### CTED Resource Team

The CTED Resource Team will review all potentially fundable projects. A Discovery Form summarizing the project, priority ranking on the WA-CERT list, key contact, amount of funding needed, and secured funding from other sources accompanies each project considered by the Resource Team. When presented to the Resource Team, a decision is made as to the type of assistance to offer, including additional technical assistance or partial or full funding of the project as proposed.

#### Invitation to Apply

When the Resource Team recommends a project for funding, the CDBG Program sends a letter inviting the jurisdiction to complete and submit a final Community Investment Fund application. The jurisdiction will receive the Community Investment Fund Application Handbook with their invitation to apply. The

*The criteria used to rate Community Investment Fund applications is identical to the General Purpose Grant rating criteria.*

jurisdiction must submit an application that meets all application elements within 60 days of the invitation to apply.

### **Threshold Review**

- The application must document the project will meet a HUD National Objective of principal benefit to low- and moderate-income persons and/or the prevention/elimination of slum or blight.
- The applicant must meet the CDBG federal requirements for citizen participation and comply with the required federal and state certifications.
- The project proposed for funding must be an eligible activity, as outlined in this Action Plan.

### **Application Elements**

Applications will consist of the jurisdiction's responses to the rating and selection questions used for the General Purpose Grant Program Application. The applicant must also submit all required CDBG forms and certifications. The basis for which points are awarded will differ for each eligible program area (housing, economic development, public facilities, community facilities, and comprehensive). The evaluation criteria that will be used for each program area is listed within the 2005 General Purpose Application Handbook. Applicants must receive a score of 65 points or greater to be eligible for funding. The criteria used to rate Community Investment Fund applications is identical to the General Purpose Grant rating criteria listed in this Action Plan.

### **Project Evaluation**

Final Community Investment Fund applications will only be reviewed if the jurisdiction was invited to apply. All Community Investment Fund projects are reviewed on a first come first served basis. However, pending applications will be funded based upon relative need and as funds are available. Critical elements of the project evaluation process includes a determination that:

- The project is ready to be fully implemented;
- The project principally benefits low- and moderate- income persons and/or meets the HUD National Objective of prevention/elimination of slums or blight;
- The application meets the programs high score standard of 65 out of 100 points; and
- The project must be ranked within the top three un-funded projects on a county's Washington Community Economic Revitalization Team's (WA-CERT) list of priority projects, or be designated as a Rural Enterprise Community Area and included on the WA-CERT list.

**Relationship between Community Investment Fund and other CDBG Funds**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction cannot apply for more than one Community Investment Fund grant per program year. Also, a jurisdiction is not allowed to receive both a Community Investment Fund Grant and a General Purpose Grant for the same project. To be considered for funding from the current program year, the jurisdiction must be invited to apply and the full application must be received by December 31st of that program year.

*A list of applicants to receive 2005 General Purpose Grants will be published in the spring of 2005.*



**Pacific County Early Childhood Learning Center**  
**South Bend, Washington**  
**CDBG General Purpose Grant**  
Photo Courtesy CDBG Program/CTED

## 2005 CDBG General Purpose Grants

General Purpose Grants are generally made available annually, on a competitive basis, to assist eligible cities, towns, and counties in carrying out significant housing, economic development, community facilities, public facilities, and comprehensive projects that principally benefit low- and moderate-income persons.

General Purpose Grant applications will be evaluated on their compelling need for public assistance; feasible technical solution to the problem or opportunity identified and agreed to by affected citizens, the local government and the appropriate regulatory agencies; clear and feasible plan for implementing the project and maintaining its operation into the foreseeable future; and, credible evidence that the results will be commensurate to the amount of public funds requested.

### Amount of Funds Available

Approximately \$7,500,000 of funding is available during 2005 for General Purpose Grants. Additional funds above the initial allocation of \$7.5 million dollars may be made available if the 2005 allocation exceeds \$18 million dollars. The Contingency Fund may also be used for priority projects on a funds available basis.

The maximum grant for General Purpose Grant applications is \$1,000,000. An applicant's request for the maximum amount of \$1,000,000 must be well-justified and will be thoroughly evaluated during the rating and selection process.

### Application Guidelines

Applications must be submitted on or before November 18, 2004. An application is considered submitted if it is postmarked or hand-delivered on this date and contains all the elements necessary to pass threshold review. Applications postmarked or hand-delivered after this date will not be accepted. A list of applicants to receive 2005 General Purpose Grants will be published in the spring of 2005.

### Application Requirements

- Each eligible jurisdiction may submit one General Purpose Grant application requesting up to \$1,000,000 in grant funds during the 2005 General Purpose Grant funding competition.
- An applicant may request funds for a project in any one of five program areas: housing, economic development, community facilities, public facilities, and comprehensive. Each applicant



must demonstrate that at least 51 percent of the beneficiaries of each proposed activity in the application are low- and moderate-income persons.

- Applications including a combination of related activities in one or more program areas are considered to be comprehensive. These projects are broader in scope or concept than projects principally addressing a single need or program area. The activities must be related and coordinated to achieve more results than would be possible when singly addressed.
- Detailed instructions and requirements for developing a General Purpose Grant proposal and application will be provided in the 2005 General Purpose Grant Application Handbook.

### **Eligible Activities**

A variety of housing, community facilities, public facilities, public service, planning, and economic development activities are eligible for CDBG General Purpose Grant funding.

A complete listing of eligible and ineligible activities can be found in Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, and 24 CFR Part 570.201.

Two approaches to the use of General Purpose Grant funds under special circumstances may now be employed: Special Activities by Community-Based Development Organizations and Community Revitalization Strategy Process. The requirements of these two approaches are provided in detail within the Community Investment Fund section of this Action Plan.

### **Ineligible Activities**

As a general rule, activities that are not specifically identified as eligible in Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, and 24 CFR Part 570.201 are considered to be ineligible.

Prospective applicants are encouraged to consult with CDBG Program staff if they have questions concerning the eligibility of proposed activities.

### **Method of Funding Distribution**

The selection process for new General Purpose Grant proposals consists of three stages:

- threshold review;
- rating and selection; and
- announcing recipients.

### Threshold Review

Threshold review is conducted to ensure that the application is complete and timely, administrative plans and assurances of compliance with applicable state and federal laws and requirements are included, and all required statements and certifications are adequate.

No points are awarded during this stage. Applications that fail to meet minimum threshold requirements will not advance to the rating and selection stage. Incomplete applications that meet the minimum threshold requirements will be rated based on the application received. When conducting the threshold review, CDBG Program staff may contact the applicant to resolve threshold issues; however, new information will not be requested or accepted after the application deadline.

As part of the threshold review, each application will be screened to ensure that the appropriate maximum average CDBG investment per benefited household is not exceeded. The average CDBG investment per household benefiting must be equal to or less than the following:

Project Category	Maximum Average CDBG Investment Per Household
Community Facilities	\$10,000
Public Facilities	\$10,000
Economic Development	\$10,000/job
Housing	\$25,000 *
Comprehensive	Above amounts as applicable

\*Up to \$35,000 per unit for projects that include lead-based paint mitigation activities.

### Rating and Selection

Applications will be evaluated and scored by review teams in five separate groups corresponding with the five primary program areas of housing, economic development, community facilities, public facilities, and comprehensive. When applications containing unrelated activities in one or more program areas are received, the activities will be rated separately by program area. In this situation, the application's total score will be the average sum of the proportionally weighted points awarded to each program area. Applications that include a combination of related activities in one or more program areas coordinated to achieve greater results than possible if addressed singly, are considered comprehensive and will be rated in that program area. CTED may consult with informed third parties including local, state, and federal agencies and may make site visits to assist in the rating and selection process.

Applications receiving scores of at least 65 points will be awarded funding in rank order. Remaining funds, if any, will be transferred to the Contingency Fund for distribution. Applications will be evaluated and assigned points based on the following:

	Maximum Possible Score	% Total
Need Statement	25 points	25%
Capacity Statement	25 points	25%
Readiness Statement	25 points	25%
Results Statement	25 points	25%
<b>Total Maximum Score</b>	<b>100 points</b>	<b>100%</b>

All applications will include the same elements; however, the basis by which points are awarded for each criterion will be different for each program area (i.e., housing, economic development, community facilities, public facilities, and comprehensive). Applications will be evaluated based on the criteria identified in the following sections. The scores derived for each rating criterion are determined by evaluating the information provided by applicants that address similar activities. A final ranked list is established by evaluating the level of public benefit to be achieved by each project. The ultimate goal of the General Purpose Grant rating and selection process is to select projects that are most likely to provide the highest possible return for the public funds invested, as determined by the public benefit to be achieved.

### **Need Statement Rating Criteria** (25 points - maximum score)

The Need Statement will be evaluated on a comparative basis taking into account:

- A comparison of the relative hardship\* (difficulty) and frequency\*\* (pervasiveness) of the identified need.
- Whether or not mandated corrective actions have been ordered.
- Clarity of the need, evidence of the need and credibility of documentation.
- Documentation as to whom is affected by the need, including both the impact on the community at large and low- and moderate-income persons. Estimation of what would happen if nothing were done.
- Hardship (difficulty) = Extreme privation: suffering. We are looking for ways to quantify the problem.

\*\* Frequency (pervasiveness) = How often something occurs.  
Does the need occur occasionally or every day?

### **Capacity Statement Rating Criteria** (25 points - maximum score)

The Capacity Statement will be evaluated on a comparative basis, taking into account:

- Past efforts and/or attempts to address the need.
- Whether or not the jurisdiction (and participating subrecipients) has/have the capacity and authority to address the need on their own.
- Capacity of the jurisdiction (or responsible subrecipient) to operate and manage the project for at least ten years.
- Financial need – availability (or unavailability) of local resources.

### **Readiness Statement Rating Criteria** (25 points - maximum score)

The Readiness Statement will be evaluated on a comparative basis taking into account:

- Certainty that the project as proposed is technically feasible, cost effective and the most appropriate alternative.
- Evidence that the time between contract award and the point at which the public benefits will begin is minimal.
- Completeness of the Work Plan narrative and Work Plan form.
- Demonstration that the proposed project is consistent with past planning efforts, or if not, the clear reason why.
- Documentation demonstrating strong agreement among all interested and affected parties that the project as proposed is necessary and appropriate.
- Thoroughness of the Budget Assumptions and Budget forms.
- Extent to which all necessary financial and non-financial project participants are firmly committed and involved at the point of application.
- Whether or not the necessary relationships between the organizations needed to make the project work in the long-term are clearly established and appropriate.

### **Results Statement Rating Criteria** (25 points - maximum score)

The Results Statement will be evaluated on a comparative basis taking into account:

- Degree of certainty that the project will produce outputs\* and outcomes\*\* that are commensurate with the amount of public resources provided and secured.
- Benefit of the project to persons and households that are both above and below the low- and moderate- income level within the intended service area.
- Methods that will be used to measure results and how this information will be used and reported.

*Applications must receive a score of 65 points or greater to be eligible for a grant award.*

- Relationship between the proposed project approached and the degree to which it will meet the applicant's need.
  - \* Outputs = things that you can count (quantify). For example, the number of people to be served by a project.
  - \*\* Outcomes = How people will benefit from the project (quality). For example, what difference will the project make in an individual's life?

### **Announcing Recipients**

When the rating process is complete, funding recommendations will be made to CTED management for those most highly ranked projects up to the total amount of funds available for 2005 General Purpose Grants. Applications must receive a score of 65 points or greater to be eligible for a grant award. After receiving management approval, legislators will be notified and all applicant communities will receive written notice of rating process results. Technical assistance will be available to all unfunded applications.

2005 CDBG General Purpose Grant recipients will be announced in mid-March 2005. Funds will be available as soon as contracting and the environmental review requirements are complete.

Delays in completing the execution of a final contract of ninety days or more from the date of the award letter, due to the project's readiness to proceed, may lead to the rescission of the award and an invitation to apply during the next CDBG General Purpose Grant application cycle.

### **Relationship between General Purpose Grants and other CDBG Funds**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction cannot apply for more than one General Purpose Grant per program year. Also, a jurisdiction is not allowed to receive both a Community Investment Fund or Housing Enhancement Grant and a General Purpose Grant for the same project.



**Farm Worker Housing  
Mattawa, Washington  
CDBG Housing Enhancement  
Grant**

Photo Courtesy CDBG Program/CTED

*The CDBG Program and  
the Housing Division  
will continue to improve  
the coordination between  
their funding programs.*

## 2005 CDBG Housing Enhancement Grants

CDBG Housing Enhancement Grants are made available to provide flexible companion funding for competitive applications to CTED's Housing Trust Fund. The purpose of the Housing Enhancement Grant Program is to streamline the financing of eligible housing projects with the Housing Trust Fund and to prevent the need to wait for the annual General Purpose Grant funding cycle to receive CDBG assistance. In 2005, the staff of the CDBG Program and the Housing Division will continue to improve the coordination between their funding programs to enhance the efficiency and effectiveness of these resources that both seek to address affordable housing issues.

CDBG Program funds will be available for those projects located in eligible jurisdictions, and when the local jurisdiction agrees to support the project.

### Amount of Funds Available

A fund of up to \$1,000,000 will be set aside for the purpose of making Housing Enhancement Grants in coordination with companion Housing Trust Fund applications that are awarded funds. Additional monies from the Contingency Fund may be used for priority projects on a funds available basis.

### Application Guidelines

#### Application Deadline

CDBG Housing Enhancement Grants are made in concert with the Housing Trust Fund application processes. Announcements of CDBG funding reservations will be announced in coordination with Housing Trust Fund application processes.

#### Application Requirements

Housing Enhancement Applications should address the following areas for review:

- Funding gap analysis that identifies within the Housing Trust Fund companion application, the need for CDBG funds and explains why other sources are not available to fill the identified gap.
- Certifications by eligible applicant jurisdiction demonstrating completion of federal citizen participation and disclosure requirements.

### **Eligible Activities**

CDBG Housing Enhancement funds are available to cover project costs that cannot be paid for using Housing Trust Fund dollars, but are essential to the project's overall success. Examples of eligible costs include off-site infrastructure that is essential to a housing project and is considered an ineligible cost to the Housing Trust Fund. Housing Enhancement funds can also be used to pay for the non-housing costs of projects that are an integral part of a comprehensive project. An example would include the costs of a day care facility that has been incorporated into the design of a project that is requesting Housing Trust Fund support.

A complete listing of eligible activities can be found in Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended.

### **Ineligible Activities**

In general, any activity not described in the reference above, or any activity that does not benefit low-income persons, is ineligible for consideration. In addition, CDBG Housing Enhancement Grants may not be used to fund:

- New housing construction (including service connections).
- Costs of equipment.
- Furnishings.
- Personal property not an integral structural fixture such as window air conditioners, washers, or dryers.
- Installation of luxury items, such as a swimming pool.

### **Method of Funding Distribution**

The selection process for CDBG Housing Enhancement Grant applications consists of two stages (1) Companion funding sources' evaluation; and (2) CDBG evaluation.

### **Companion Funding Source Evaluation**

Applications will first be reviewed using the applicable guide lines. Housing Enhancement pre-applications are available to assist eligible jurisdictions determine the basic eligibility of their proposed project.

### **Award Requirements**

- Application is approved for funding by the Housing Finance Unit.
- Jurisdictions applying for Housing Enhancement Funds must meet federal citizen participation and disclosure requirements.



*A jurisdiction is not allowed to receive both a Housing Enhancement Grant and a General Purpose or Community Investment Fund Grant for the same project.*

### **CDBG Evaluation**

When applications to the companion funding sources have been evaluated and are ready for funding, they will be reviewed to determine if CDBG Program funds can be appropriately used in the project. Projects located in eligible jurisdictions will be funded when CDBG funding is available and appropriate. Consideration will be given to funded projects having the following characteristics:

- Project is located in an eligible city or county;
- CDBG funds will fill a financing gap;
- CDBG funds cover costs that cannot be paid for by other funding sources; and
- The amount required does not exceed the amount of CDBG funds available.

When a project is identified for consideration, program staff will notify the funding agency, housing developer, and the local jurisdiction.

Eligible jurisdictions will then be informed of the potential grant offer and given an opportunity to participate with the applicant in the project by:

- Meeting the federal citizen participation requirements, including conducting a public hearing;
- Agreeing to comply with the required federal and state certifications; and
- Agreeing to be responsible for the CDBG portion of the project.

### **Relationship between Housing Enhancement Grants and other CDBG Funds**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction cannot apply for more than one Housing Enhancement Grant per program year. Also, a jurisdiction is not allowed to receive both a Housing Enhancement Grant and a General Purpose or Community Investment Fund Grant for the same project.

To be considered for funding from the current program year, the jurisdiction must submit the application's signed Project Summary Form by December 31st of that program year.

*Applications will be accepted throughout the year on a first come first served basis.*

## 2005 CDBG Housing Rehabilitation Grants

### Program Purpose

The purpose of the Housing Rehabilitation Grant Program (HRGP) is to provide housing rehabilitation set-aside funds in support of housing rehabilitation activities that improve and maintain the existing housing stock of eligible non-entitlement communities. In 2005, the CDBG Program and Housing Division will continue to improve the coordination between their funding programs to enhance the efficiency and effectiveness of these resources that both seek to address affordable housing issues.

### Amount of Funds Available

A fund of up to \$1,500,000 will be set-aside for the purpose of funding CDBG Housing Rehabilitation Grant projects. Additional funds may be made available if the 2005 allocation exceeds \$18 million dollars. The Contingency Fund may also be used for priority projects on a funds available basis.

HRGP grants are limited to \$500,000 per request. The amount requested must not exceed the maximum average CDBG investment of \$25,000 per household benefited or \$35,000 per household for houses requiring lead-based paint mitigation.

### Application Guidelines

- Housing Rehabilitation Grant Program applications will be accepted throughout the year on a first come first served basis.
- Each eligible jurisdiction may receive one CDBG-funded Housing Rehabilitation Grant Program grant per program year.
- Eligible jurisdictions can apply for funds from the Housing Rehabilitation Grant Program and all other CDBG Programs within the same program year.
- Housing Rehabilitation Grant applications will be coordinated with partner housing rehabilitation programs in CTED, in order to create an integrated and coordinated one-stop housing preservation program for housing that pools HOME, HTF and CDBG funds for: emergency, minor and moderate repair, substantial rehab, energy efficiency, and health and safety improvements.

### Eligible Activities

Housing Rehabilitation Grant Program applications must be for local housing rehabilitation programs for single-family or multi-family housing rehabilitation only. The funds may be used for:

- Substantial housing rehabilitation.
- Minor home repairs and weatherization.
- Health, safety, and emergency repairs.

- Lead-based repairs and mitigation.
- Direct administration costs to administer the housing rehabilitation program.

### **Ineligible Activities**

In general, any activity not described in the reference above, or any activity that does not benefit low-income persons, is ineligible for consideration. In addition, grants may not be used to fund:

- New housing construction (including service connections).
- Costs of equipment (with some exceptions).
- Furnishings.
- Personal property not an integral structural fixture such as window air conditioners, washers, or dryers.
- Installation of luxury items, such as a swimming pool.

### **Method of Funding Distribution**

The selection process for Housing Rehabilitation Grants consists of the application review, threshold review, and project evaluation.

### **Application Submittal**

- Applications may be submitted at any time, with funding available beginning January 1, 2005.
- Applications will be reviewed on a first come first served basis.
- Projects must principally benefit low- and moderate-income households.

### **Application Review**

A review of the application will be conducted. During this period, the project will be reviewed, inspection made if necessary, and a preliminary assessment of the project's readiness to proceed and CDBG eligibility will be made. A project is "ready" when it has a well-defined scope, reliable budget, established program procedures, strong community support, and no problems that would prevent implementation soon after funds are committed. Housing Rehabilitation Grant applications will be reviewed to determine if CDBG funds will be appropriately used in the project.

After the review, a decision is made as to the type of assistance to provide, including additional technical assistance or partial or full funding of the project.

### **Threshold Review**

- The application must document the project will meet a HUD National Objective of principal benefit to low- and moderate-income households.
- The applicant must meet the CDBG federal requirements for citizen participation and comply with the required federal and state certifications.
- The proposed project must be an eligible activity, as outlined in this Action Plan.

### **Application Elements**

Applications will consist of the jurisdiction's responses to the rating and selection questions in the Housing Rehabilitation Grant Application Handbook. The applicant must also submit all required CDBG forms and certifications. The evaluation criteria that will be used for housing rehabilitation projects is the same as those criteria listed for the General Purpose Grant and are also listed within the 2005 Housing Rehabilitation Grant Application Handbook.

### **Project Evaluation**

All applications are reviewed on a first come first served basis. However, pending applications will be funded based upon relative need and as funds are available. Critical elements of the project evaluation process includes a determination that:

- The project is ready to be fully implemented;
- The project principally benefits low- and moderate- income persons; and
- The application meets the programs high score standard of 65 out of 100 points.

### **Relationship between Housing Rehabilitation Grants and other CDBG Funds**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction cannot apply for more than one Housing Rehabilitation Grant per program year. To be considered for funding from the current program year, the full application must be received by December 31st of that program year.

*Applicants must be suffering from an immediate and urgent threat to public health or safety.*

## 2005 CDBG Imminent Threat Grants

Imminent Threat Grants are meant to provide an interim solution to problems of an urgent nature and that have a potential for impacting public health and safety in ways that cannot be effectively addressed through the General Purpose Grant application process. Applicants for Imminent Threat Funds must be suffering from an immediate and urgent threat to public health or safety, verified by an independent source, and must not have financial capacity to solve the problem. Imminent Threat Grant applicants for infrastructure assistance will be reviewed by the Public Works Trust Fund (PWTF) for loan eligibility before consideration by the CDBG Program.

### Amount of Funds Available

CTED sets aside \$300,000 of the state's annual CDBG allocation to establish the base funding for the Imminent Threat Grants to address the urgent needs of eligible applicants. This funding level will be maintained on a funds available basis with monies that become available for the Contingency Fund throughout the year, such as recaptured funds or program income. The ultimate amount of funds obligated for Imminent Threat may increase depending upon the number of Imminent Threat requests and the amount of funds made available from the Contingency Fund.

Any unused imminent Threat Grant fund balance remaining at the end of a program year will be made available for the next program year's funding distribution.

### Application Guidelines

#### Application Deadline

Applications for Imminent Threat Grants may be submitted anytime during the 2005 program year.

#### Application Requirements

Applications for Imminent Threat Grants are considered if there is a unique, emergency need posing a serious immediate threat to the health or safety of a community. Imminent Threat Grant applications may be submitted in the form of a letter signed by the authorized chief administrative officer of the eligible jurisdiction. The letter must describe the public health and safety problem and specifically address the following:

- The cause of the threat/emergency in terms of a natural disaster or other unforeseen and unavoidable circumstance;

- The nature and extent of the threat to the public health and safety; including the number of people affected, area affected, etc.;
- Whether the situation is presently causing substantial harm, or whether and how it poses a potential threat to life and property or both; and,
- Is the problem of recent origin; has it emerged within the last 18 months?
- Provide the name and telephone number of an official, independent of the jurisdiction, who is able to verify the threat to public health and safety.
- Does the threat/emergency constitute a situation unanticipated and beyond the control of the local government? What preventative actions were taken? Develop a chronology of actions.
- Can the situation be adequately managed to protect the public until the next competitive CDBG application cycle? If not explain.
- Provide a detailed scope of work to address the problem.
- Estimate schedule for project completion. Can the project be completed within 90 days?
- What alternative courses of action or designs are/were considered to address the immediate need on an interim basis?
- Identify any other jurisdictions/districts involved in addressing the project. Provide a point of contact and phone number for those jurisdictions/districts.
- Estimate project costs and funding sources for the proposed project. How and when have project cost estimates been made?
- What financial reserves are available to resolve some (or all) of the problem?
- What will be the likely results if this application is not accepted for CDBG funding?
- Briefly describe the maintenance program for the system in question.
- Has the jurisdiction been placed in fiscal distress due to other recent emergency public works incidents? If yes, please explain.
- Is this problem likely to happen somewhere else in the public works system at another time? How will you avoid the situation?

The applicant/jurisdiction can request technical assistance as it works through answering these questions. Documentation of each response will be necessary before funding will be approved, including a copy of the jurisdiction's declaration of emergency. The declaration of emergency must be provided prior to or with the above requested information. Imminent Threat projects are not required to principally benefit low- and moderate-income persons.

*The Imminent Threat review process is rigorous and intended to screen for only the most serious, emergency health and safety threats.*

The following certification and threshold requirements apply to Imminent Threat applications:

- Declaration of Emergency
- CDBG Resolution with Certification of Compliance
- Federal Disclosure Report
- Excessive Force Policy
- Residential Anti-Displacement and Relocation Assistance Plan
- Title VI Certification
- Citizen Grievance Procedure
- Environmental Review Form

### **Eligible Activities**

Imminent Threat funding is available to address problems immediately causing a threat to public health or safety. The solution must be compatible with CDBG eligible activities as described in the General Purpose Grants section. A description of minimum eligibility standards, as developed by HUD, can be found in 24 CFR Part 570.483(d).

### **Method of Funding Distribution**

Applications for Imminent Threat Grants and appropriate documentation are evaluated by CTED staff according to the questions identified above in "Application Requirements" and verified through contacts with independent sources and site visits, if deemed appropriate. The type and amount of assistance provided is based on an assessment of whether a serious, urgent, unanticipated threat to public health or safety exists, the scope of the need, the length of time the problem has been apparent, what preventive actions have been taken, proposed cost, how quickly the problem can be remedied, the applicant's financial capacity, and the availability of funding (i.e., from CDBG and other sources).

The Imminent Threat review process is rigorous and intended to screen for only the most serious, emergency health and safety threats. If CDBG Contingency Funds are available, if the proposal is determined to meet the intent of the program, and if no other funding is available to the community, an Imminent Threat Grant may be awarded.

### **Relationship Between Imminent Threat Grants and Other CDBG Funds**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction cannot apply for more than one Imminent Threat Grant per program year. To be considered for funding from the current program year, the jurisdiction must be invited to apply and the full application must be received by December 31st of that program year.





**Water System for communities of  
Curlew and Orient in Ferry  
County**  
**CDBG Planning-Only Grant**  
Photo Courtesy of CDBG Program/CTED

### 2005 CDBG Planning-Only Grants

The purpose of funding local planning activities is to increase the capacity of eligible cities and counties to move forward on the implementation of priority projects that principally benefit low- and moderate-income persons. This increased capacity could be the result of:

- Essential knowledge gained,
- Local consensus achieved,
- Regulatory prerequisites met, and/or
- Necessary partnerships developed.

The CDBG Planning-Only Grant program seeks to achieve a measurable return on the investment of planning funds through cost-savings with implementation. Examples include:

- Determining feasibility before investment of construction funds.
- Identifying and addressing obstacles that could result in cost overruns, project delays or project failure.
- Considering and testing less expensive alternatives.
- Building consensus between local stakeholders or with regulatory agencies, reducing potential legal battles or project delays.
- Building local support and leveraging local resources, especially through long-term fiscal planning.
- Identifying regional partners and shared objectives to reduce duplication of effort.
- Establishing outcome measurements to guide and demonstrate successful implementation.
- Proactively addressing a problem, instead of reactively responding to a more expensive crisis in the future.

The methods for accessing funds for planning activities other than through a Planning-Only Grant application process can be found in the respective funds' sections of this Action Plan.

#### Program Purpose

To support eligible small communities and counties in carrying out planning activities that lead to the implementation of priority projects that principally benefit low-and moderate-income persons. Technical and financial assistance, through direct support and/or in partnership with other CTED programs, is available to achieve this goal.

*The CDBG Program works collaboratively with other CTED Programs to provide technical and financial assistance for a wide range of planning activities.*

### **National Objectives**

All CDBG Planning-Only Grant projects must meet one of the two following national objectives of the CDBG Program (Title I, Housing and Community Development Act of 1974, as amended):

- To principally benefit persons of low- and moderate-income
- To prevent or eliminate slums or blight

### **Program Priorities**

In addition, the project must address one or more of the Planning-Only Grant program priorities:

- To address public health and safety issues;
- To improve essential services to low- and moderate-income persons;
- To complete a necessary and specific step within a broader community development strategy; or
- To assist communities in meeting planning requirements that will principally benefit low- and moderate-income persons.

### **Amount of Funds Available**

A fund of \$600,000 is available in 2005. Planning grants are limited to \$24,000 for a single applicant or \$40,000 for a joint application involving two or more eligible jurisdictions that share a common planning need.

Applications meeting all of the criteria listed below may be funded at an upper limit of \$35,000 for a single applicant or \$50,000 for a joint application involving two or more eligible jurisdictions that share a common planning need.

- The proposed project is to address a public health and safety issue;
- The proposed project is required by a regulatory agency (such as Washington State Department of Health or Department of Ecology);
- The community is facing financial hardship in addressing the issue; and
- Other funding has been considered (such as Public Works Trust Fund Loan).

Pre-Applications are accepted and reviewed throughout the year, with awards made on a funds available basis.

### **Eligible Activities**

The CDBG Program works collaboratively with other CTED Programs to provide technical and financial assistance for a wide range of planning activities. In general, the eligible planning activities include:

- Studies

- Analyses
- Capital Facility Plans
- Data gathering
- Identification of implementing actions
- Preparation of plans

A complete listing of eligible planning activities can be found in Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Planning-Only Grants can support an eligible jurisdiction's efforts to address farmworker housing needs, accomplish the objectives of the Growth Management Act and address local public health and safety issues.

### **Ineligible Activities**

In general, any type of activity not described in the reference above is ineligible for consideration. In addition, CDBG Planning-Only Grants may not be used to fund:

- General grant administration expenses;
- Engineering, architectural, and design costs related to a specific construction activity;
- Actual blue prints;
- Direct development of an application to any of the CDBG Program funds; or
- Other costs of implementing plans. (These costs may be eligible for CDBG funding as part of a CDBG construction grant.)

### **Method of Funding Distribution**

The method of funding distribution and the basis for selecting applications for funding are outlined in the following steps of the Pre-Application and Application Processes:

1. Jurisdiction completes and submits Pre-Application Form.
2. Pre-Application passes or does not pass the CDBG Screening process, including -
  - Project addresses a program priority(s)
  - Project meets a national objective
  - Eligible applicant(s)
  - Eligible planning activity(s)
  - CDBG is the most appropriate funding source
3. The CTED Resource Team reviews the request and considers technical and financial assistance options. A Discovery Form summarizing the project, key contact, amount of funding needed, and secured funding from other sources accompanies each project considered by the Resource Team. When presented to the Resource Team, a decision is made as to the type of assistance to offer, including additional technical assistance or partial or full funding of the project as proposed.

4. Based on the Resource Team's review, the CDBG Program invites the jurisdiction to apply or alternative options are identified. When the Resource Team recommends a project for funding, the CDBG Program sends a letter inviting the jurisdiction to complete and submit a final Planning-Only Grant application. The jurisdiction will receive the Planning-Only Grant Application Handbook with its invitation to apply. The jurisdiction must submit an application that meets all application elements within 60 days of the invitation to apply.
5. CDBG program staff review the application, to make sure that:
  - Threshold requirements are met, including public hearing documentation and an Interlocal Agreement (for joint applications only).
  - Narrative describes a compelling need, capacity to implement the project, readiness to proceed and clear results if funded.
  - Work Plan is thorough and well conceived, including relationship with subrecipients or consultants.
  - Budget is reasonable and complete, with appropriate leveraged resources.
6. Jurisdiction receives an award letter and begins the contracting process.

### **Award Review and Selection Criteria**

To be funded, the applicant must provide complete and compelling information regarding their proposed project in the form of need, capacity, readiness and results statements. Examples of the type of information required for each statement follow. Application guidelines are available upon request.

#### **1. Need Statement**

The Need Statement describes the general conditions the applicant organization or community wants to change or create, who is impacted and how, and how the community identified the proposed project as a high level priority within the community. The applicant's Need Statement will be evaluated on:

- A comparison of the relative hardship (difficulty) and frequency of the identified need.
- Whether or not mandated corrective actions have been ordered.
- Clarity of the need, evidence of the need and credibility of the documentation.
- Who is affected by the need.
- What would happen if nothing is done.

*A final application  
must be preceded by a  
successful pre-  
application.*

### **2. Capacity Statement**

The applicant's Capacity Statement will be evaluated using the following criteria:

- Past efforts and/or attempts to address the need.
- Whether or not the jurisdiction (and participating subrecipients) has/have the capacity and authority to address the need on their own.
- Capacity of the jurisdiction (or responsible subrecipient) to operate and manage the project into the foreseeable future.
- Financial need – availability (or unavailability) of local resources.

### **3. Readiness Statement and Work Plan**

The following criteria is used to evaluate the applicant's Readiness Statement:

- The overall need for a community development resource is great and has a high likelihood of rapidly producing a public benefit.
- The project has been thought through, is ready and can immediately move from concept to completion, once an award is made.
- Agreements between all other essential participants are executed prior to completing the application.
- It is incumbent upon the applicant to convince the program that its project is feasible, approved by stakeholders and ready to proceed.

### **4. Results Statement**

When formulating a Results Statement, the applicant must consider the following:

- The number of individuals to be served by a project.
- The number of individuals who will benefit from the project.
- Why this project is the most important and best use of CDBG resources and what methods will be used to measure results.

In order to be reviewed, a final application must be preceded by a successful pre-application. Final applications will only be reviewed if the applicant was invited to apply. Projects will be reviewed and funded on a first-come, first-serve policy, according to the program rating and selection criteria.

### **Joint Applications**

When two or more eligible jurisdictions are located in the same region and share a common planning need, they are encouraged to seek cooperative solutions by preparing a joint application. An Interlocal Agreement, signed by each participating jurisdiction,

***Receipt of a Planning-Only Grant does not guarantee that a related CDBG application will be funded.***

must be submitted with the application, if an invitation to apply is extended. Jurisdictions considering a joint application are encouraged to contact the CDBG Program to review eligibility and approval of expanded budget.

**Relationship between Planning-Only Grants and other CDBG Funds**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction (including a jurisdiction participating in a multiple jurisdiction project) will not be awarded more than one Planning-Only Grant per year, so the planning project of highest priority should be submitted first. To be considered for funding from the current program year, the jurisdiction must be invited to apply and the full application must be received by December 31st of that program year.

A Planning-Only Grant cannot fund the direct development of another CDBG application, although some activities that could support a subsequent application are eligible for Planning-Only Grant funding. Receipt of a Planning-Only Grant *does not* guarantee that a related CDBG application will be funded.

*Twelve community  
action agencies  
principally serve  
residents of non-  
entitlement areas.*

## 2005 CDBG Public Service Grants

The Department of Community, Trade and Economic Development provides a portion of its annual CDBG award for Public Service Grants to eligible counties and Community Action Agencies (CAA). Funding allocations will be made on a formula basis and contracts established with an eligible county interested in working with a CAA as a subrecipient. It is possible for eligible jurisdictions to apply for all other CDBG Program funds within the same program year. No more than 15 percent of the state's full 2005 CDBG grant from HUD will be available for public service activities.

### Amount of 2005 Funds Available

A fund of no more than \$1,775,000 has been set aside for the purpose of making Public Service Grants available on a formula basis to CAAs serving non-entitlement communities through their local eligible county.

### Application Guidelines

#### Application Deadline

Counties and their CAA subrecipients will be invited to apply for awards for the 2005 program year. Contracts must be complete prior to disbursement of 2005 funds.

#### Application Requirements

- Application materials will be made available no later than November 10, 2004.
- Funding will be made on a formula basis as determined to be consistent with agreements forged with CAAs by administrators of the Community Services Block Grant (CSBG) staff and approved by the U.S. Department of Health and Human Services.
- Applicants for formula grants must meet all CDBG submittal requirements before contracts will be fully executed. This includes Section 102 Disclosure Report Form, public hearing, and other CDBG requirements.

### Eligible Applicants

Eligible applicants for the Public Services Grants are counties serving all or a portion of the local CAA's service region as long as none of the service region contains counties with more than 200,000 populations and the county does not serve as a HUD Urban County Consortium.

Of the state's 31 CAAs, it has been determined that 12 CAAs principally serve residents of non-entitlement areas within non-entitlement counties. For CAAs that also serve an entitlement city within a non-entitlement county, state CDBG funds will only be



used for eligible programs that target and benefit residents of the non-entitlement service areas of the county.

### **Eligible Activities**

CDBG Public Service Grants are available to improve the community's public services. According to Section 105 (a)(8) of Title I of the Housing and Community Development Act of 1974, as amended, CDBG public service funds may be used to assist a variety of activities that provide public services to low- and moderate-income persons including, but not limited to:

- Employment
- Crime prevention
- Child care
- Health
- Drug abuse
- Education
- Energy conservation
- Welfare
- Recreational programs

### **Ineligible Activities**

In general, any activity not described in the reference above and that does not principally benefit low- and moderate-income persons is ineligible for consideration.

CDBG Public Service Grants also cannot fund activities and their administration costs that are instead eligible for funding through another CDBG fund/line item, such as:

- Planning
- Housing rehabilitation
- Facility acquisition, construction or renovation

The methods for accessing CDBG funds for activities that are not considered a CDBG public service activity can be found in the respective funds' sections of this Action Plan.

In addition, CDBG funds may not be used for:

- Administration costs related to the general management of the organization
- Political activities
- Payments to individuals for their food, clothing, utilities, or other income payments
- New housing construction costs

## Method of Funding Distribution

Of the state's 31 CAAs, 12 principally serve residents of non-entitlement areas of non-entitlement counties. The distribution of CDBG Public Service dollars is based on a formula that has been negotiated with the state's CAAs. This formula is described in the 2005 Washington State Plan for the CSBG Program. In order to ensure that CDBG only funds non-entitlement communities, a distribution schedule was developed in which all CAA's would receive about the same amount of funding under the formula. A list of the Washington State CAA's and formula distribution is listed in the following table.

The methods for accessing public service funding as part of other CDBG funds' application processes (other than the CDBG Public Service Grant application process) can be found in the respective funds' sections of this Action Plan

**Table IV-10: Public Service Grant Contract Amounts**

<b>2005 CDBG PUBLIC SERVICE CONTRACT AMOUNTS - <i>proposed</i></b>				
<b>COUNTY</b>	<b>SUBRECIPIENT COMMUNITY ACTION AGENCY</b>	<b>COUNTY ADMIN \$</b>	<b>CAA TOTAL</b>	<b>CDBG TOTAL</b>
Asotin	Community Action Partnership	3,000	53,145	56,145
Grant	North Columbia CAC	3,000	182,562	185,562
Grays Harbor	Coastal Community Action Program	3,000	180,843	183,843
Jefferson	Olympic Community Action Programs	3,000	157,583	160,583
Kittitas	Kittitas County Action Council	3,000	124,945	127,945
Okanogan	Okanogan County CAC	3,000	140,609	143,609
Skamania	Klickitat/Skamania Development Council	3,000	120,150	123,150
Stevens	NE WA Rural Resources Development Assn.	3,000	147,087	150,087
Thurston	CAC of Lewis, Mason & Thurston Counties	3,000	131,610	134,610
Walla Walla	Blue Mountain Action Council	3,000	146,945	149,945
Whitman	Community Action Center	3,000	140,255	143,255
Yakima	Yakima Valley Farm Workers Clinic Northwest Community Action Center	3,000	204,266	207,266
<b>TOTALS</b>		<b>\$36,000</b>	<b>\$1,730,000</b>	<b>1,766,000</b>

*The Contingency Fund  
... supports the timely  
expenditure of CDBG  
resources.*

## 2005 CDBG Contingency Fund

The Contingency Fund is the accumulation of recaptured/deobligated funds, remaining funds allocated to a grant fund that are unobligated at the end of the program year, and program income. These accumulated funds will be carried over to the next program year and made available for new grant awards as described in the individual fund sections of this Action Plan.

### Amount of Funds Available

It is estimated that approximately \$2,000,000 will be carried over from 2004 to establish the 2005 Contingency Fund. Any recaptured funds, remaining funds or program income that become available during the program year will be added to the Contingency Fund.

### Use of Funds

Resources available in the Contingency Fund may be used when the initial funding allocation for a CDBG funding program is fully obligated and then a priority project that meets the eligibility criteria is ready to be funded under that program. Table IV-4 lists the anticipated uses of Contingency Funds for priority projects within the CDBG funding programs.

The Contingency Fund also allows the award of funds early in the program year, if HUD is late in allocating the new program year award to CTED. This supports the timely expenditure of CDBG resources and assures that the immediate funding needs of a priority local project can be met.

The Contingency Fund is used to maintain the Imminent Threat Grant funding level at \$300,000 and to fund Supplemental Grants on a funds available basis. Resources available in the Contingency Fund will be made on a priority basis first to CDBG Imminent Threat grant requests and then to existing CDBG contracts in need of supplemental funds.

Funds remaining in the Contingency Fund at the end of the program year will be carried over into the next program year's Contingency Fund and distributed in a manner that is consistent with the overall goals, objectives and guidelines of the Action Plan.

### Application Requirements

The application requirements are outlined in the individual fund sections of this Action Plan.

*Supplemental Grant awards are intended as a last resort funding option.*

## 2005 CDBG Contingency/Supplemental Grants

Supplemental Grant requests are awarded on a funds available basis from the CDBG Contingency Fund. Supplemental Grant awards are intended as a last resort funding option for grantees whose approved projects have encountered unanticipated cost overruns. Once a Supplemental Grant is awarded, the supplemental funds are incorporated into the grantee contract through a contract amendment process.

### Amount of Funds Available

Supplemental Grants are made available through the Contingency Fund on a funds available basis. Any recaptured funds, remaining funds or program income that become available during the program year will be added to the Contingency Fund and be made available for priority Supplemental Grant requests. The ultimate amount of funds obligated for Supplemental Grants may increase depending upon the number of Supplement Grant requests and the amount of funds made available from the Contingency Fund.

Resources available in the CDBG Contingency Fund will be made on a priority basis first to CDBG Imminent Threat grant requests and then to existing CDBG contracts in need of supplemental funds.

Applications for Supplemental Grants may be submitted anytime during the 2005 program year and are awarded on a funds available basis.

### Eligible Applicants

An applicant for a Supplemental Grant must be a recipient of an open CDBG contract.

### Eligible Activities

Supplemental Grants are available to complete previously approved CDBG funded activities in communities with existing CDBG contracts that do not exceed the maximum grant amount.

### Application Requirements

Under normal circumstances, CTED will not grant additional funds to pay for costs, which exceed the originally approved project budget. However, subject to funds being available at the time of request, and CDBG funds not exceeding the original grant limit, CTED may authorize the use of Contingency Funds for unanticipated costs caused by circumstances beyond the reasonable control of the grantee provided that all other program requirements and objectives can be met.

All supplemental funding actions must obtain CTED approval before any reimbursement of funds occurs.

A request for supplemental funding must be submitted in the form of a letter, signed by the authorized chief administrative officer of the eligible jurisdiction, which addresses the following questions and provides documentation for each response:

All applicants for supplemental funds must answer the following questions:

- Has the grantee received the maximum CDBG grant amount according to grant limits for the funding year? Under special circumstances, giving consideration to the maximum average CDBG cost per household by program area, total awards may be increased to 2005 award levels.
- Can the goals (or part of the goals) of the project be realized without additional funds? If no, why not?
- Could the need for additional funds have been reasonably anticipated? If yes, why were appropriate steps not taken to prevent project cost overruns?
- Can the need for additional funds be met through an internal budget procedure (i.e., using money designated for another line item?)
- Are there alternative courses of action available to solve the problem?
- Have all other sources of funding been exhausted?

### **Method of Funding Distribution**

Grantee requests will be subject to review for "reasonableness." Reasonableness will be determined by CTED's review of the applicant's response to the questions as listed above in "Application Requirements."

### **Relationship between Supplemental Grants and other CDBG Funds**

A CDBG recipient may apply for a Supplemental Grant for an existing project, as well as apply for any other CDBG fund for another project during the same program year.



**Everybody's Market**  
**Raymond, Washington**  
**HUD Section 108 Loan**

Photo Courtesy Economic Development Division

*Applications may be  
submitted throughout the  
2005 CDBG program year.*

## CDBG-Supported Loan Fund Programs

### 2005 Section 108 Loan Guarantee Program

Section 108 is the loan guarantee provision of the Community Development Block Grant (CDBG) program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Regulations governing the Section 108 program may be found at 24 CFR 570, Subpart M, "Loan Guarantees." For a current list of obligations to date, see Table IV-12.

Although this pledge does not immediately reduce the state's CDBG allocation, future reductions due to payment default may result in the reduction of the state's annual award. Reductions to the state's annual award will be absorbed by the contingency fund. Reductions in excess of the available balance within the contingency fund will be absorbed proportionally by all CDBG programs. Net reductions occurring in program year 2004 totaled \$470,844.

#### Amount of Funds Available

The state will pledge up to the amount of its 2005 CDBG allocation or \$18,000,000 (whichever is greater) to guarantee loans. More resources may be made available, up to the maximum allowable by HUD, on a project-by-project basis at the discretion of the CTED Director.

#### Application Guidelines

##### Application Deadline

Applications for the Section 108 Loan Guarantee Program may be submitted throughout the 2005 CDBG program year.

##### Application Requirements

Applications for the Section 108 Loan Guarantee Program will be reviewed and approved by CTED staff. Applications must be submitted by eligible jurisdictions. Applicants may request a minimum of \$700,000 and a maximum of \$7 million. An eligible jurisdiction may submit more than one application each year; however, in no event shall a local jurisdiction receive more than \$7 million in outstanding Section 108 Loan Guarantees. Application guidance can be found in the Section 108 regulations at 24 CFR 570.704, "Application Requirements."

An application will consist of:

- Evidence that the jurisdiction has complied with Citizen Participation Requirements, including at least one well publicized public hearing and the adoption of a CDBG Grievance Procedure;
- A loan guarantee request signed by the authorized chief administrative officer of the local jurisdiction;
- Evidence that a concerted effort was made to obtain alternative sources of financing and that such sources, both public and private, were either not available or were insufficient to meet the financing needs;
- A breakdown of total project costs;
- Sufficient financial history and projections to allow for a comprehensive risk assessment and the completion of a credit memorandum by staff that is in compliance with HUD's Underwriting Guidelines for Section 108 Applications;
- A source and use of funds statement;
- Documentation supporting the job impact or other impact to low- and moderate-income persons;
- Assurance that all CDBG Program requirements will be met, and the HUD citations showing that the proposed activity is eligible and meets one of the national objectives (low- and moderate-income benefit, prevention/elimination of slum/blight, or urgent need); and
- Evidence that the applicant jurisdiction has passed a resolution with Certifications of Compliance authorizing submittal of the CDBG Section 108 Loan Guarantee application and certifying compliance with specific state and federal requirements.

### **Eligible Activities**

Section 108 Loan Guarantees are available for specifically allowed revenue producing CDBG eligible activities. Section 108 Loan Guarantee funds may be used for activities undertaken by a public entity or its designated public agency that will:

- Meet the public benefit criteria, as defined by HUD.
- Assure that all CDBG Program requirements will be met.

Activities eligible for Section 108 financing include:

- Economic development activities eligible under CDBG;
- Acquisition of real property;
- Rehabilitation of publicly-owned real property;
- Housing rehabilitation eligible under CDBG;
- Construction, reconstruction, or installation of public facilities (including street, sidewalk, and other site improvements);
- Related relocation, clearance, and site improvements;
- Payment of interest on the guaranteed loan and issuance costs of public offerings;
- Debt service reserves; and



- In limited circumstances, housing construction as part of community economic development, Housing Development Grant, or Nehemiah Housing Opportunity Grant programs.

For purposes of determining eligibility, the CDBG rules and requirements apply. As with the CDBG program, all projects and activities must either principally benefit low- and moderate-income persons, or aid in the elimination or prevention of slums or blight, or meet urgent needs of the community.

### **Ineligible Activities**

Activities not eligible for Section 108 Loan Guarantees include:

- Activities that do not meet the public benefit criteria, as defined by HUD.
- Activities that are ineligible under the CDBG program.

### **Requirements of Funding**

The use of Section 108 Loan Guarantees will be considered only if the following requirements are met:

- The project meets the public benefit criteria, as defined by HUD.
- The project adheres to all CDBG Program requirements.
- The project complies with all applicable federal, state, and local laws and regulations.

### **Method of Funding Distribution**

Applications for Section 108 Loan Guarantee Program funds will be evaluated on an individual basis using the following criteria:

- Need for the assistance (i.e. the assistance requested is "appropriate" for the project).
- The ratio of jobs created to Section 108 Loan Guarantee funds requested is reasonable for the type of activity proposed. HUD's requirement for individual businesses is a maximum of \$50,000 assistance per full-time equivalent, permanent job created or retained. CTED guidelines are flexible and average around \$25,000 in assistance per FTE job created or retained.
- The project adheres to all CDBG Program requirements.
- The proposed repayment term is 20 years or less.
- Other reasonable financing alternatives have been exhausted.
- Request for funds allows for a minimum of \$700,000 and a maximum of \$7 million.

### **Review and Approval Process**

Applications for Section 108 Loan Guarantees must be reviewed and approved by the state prior to being submitted to HUD. The state's review will consist of an evaluation and recommendation by CTED staff, which will include both the Economic Development Division or Housing Division staff, and CDBG program staff; when

appropriate, the Rural Washington Loan Fund Advisory Committee; and finally, approval by the CTED Director. The Director may place additional conditions on the loan guarantee and may require that up to 10 percent of the loan proceeds be reserved for defaulted loan payments.

The application and supporting documents will then be forwarded to the HUD Regional Office. After review and approval by the Regional Office staff, the application will be forwarded to HUD Headquarters in Washington, D.C., for final review and approval. HUD may impose additional conditions on the loan guarantee.

### **Special Requirements**

Applicants receiving approval:

- May be required to establish a reserve account of up to 10 percent of the loan amount.
- Will be charged an interest rate of the cost of borrowing plus a one-time commitment fee of up to 1½ percent of the loan amount.
- Will pledge adequate collateral commensurate with the risk and term of the request.

### **Use of Section 108 Program Revenues**

Any incremental servicing fees assessed over the cost of borrowing or commitment fee, shall be used for administrative costs.



**Cascade Quality Molding**  
**Yakima, Washington**  
**Rural Washington Loan Fund**  
Photo Courtesy Economic Development  
Division

***An application must be  
on behalf of a specific  
business project.***

## 2005 Rural Washington Loan Fund

The Rural Washington Loan Fund (RWLF), administered by CTED, was created by the Washington State Legislature to provide "gap financing" loans to small businesses, primarily in economically distressed and timber-impacted areas of the state. To conform to the State Constitution, the RWLF Program exchanges the state appropriated RWLF funds with an equal amount of CDBG Program funds. RWLF is guided by RCW 43.168 in addition to HUD regulations.

Currently, approximately \$558,000 of pre-switched CDBG resources is being held available for use in the RWLF program. In the event that the RWLF lacks sufficient resources to complete an eligible loan request at any point in the year, up to \$500,000 annually will be made available from the state's award.

### Amount of Funds Available

The RWLF Program anticipates funding authority of approximately \$5.2 million for the 2005 program year. This includes up to \$500,000 of additional resources that will be made available from the state's annual CDBG award if RWLF has exhausted its funds.

### Application Guidelines

#### Application Deadline

Recommendations regarding applications will be made to the RWLF Advisory Committee. The committee's recommendation requires the approval by the Director of CTED.

#### Application Requirements

An application to the RWLF must be on behalf of a specific business project. An eligible jurisdiction may submit more than one application at any time. Applications up to a maximum of \$700,000 each may be accepted.

An application will consist of:

- An application signed by the authorized chief administrative officer of the local jurisdiction;
- Documentation supporting the need for the assistance and job impact;
- Confirmation/documentation of authority of the business to enter into the transaction;
- Evidence that the jurisdiction has complied with Citizen Participation Requirements, including at least one well publicized public hearing and the adoption of a CDBG Grievance Procedure; and

*The WA State Legislature has targeted at least 80 % of the RWLF funds to distressed and timber-impacted areas.*

- Assurance that all CDBG Program requirements will be met.

### **Eligible Applicants**

The Washington State Legislature has targeted at least 80 percent of the RWLF funds to distressed and timber-impacted areas. A distressed area has been defined in RCW 43.168.020 as: 1) a rural county, one that has less than 100 residents per square mile; 2) a county with an unemployment rate 20 percent above the state average for the immediately previous three years; 3) a county with a median household income level that is less than the state median household income for the previous three years; or 4) an area within a county that meets the following conditions:

- It is composed of contiguous census tracts.
- It has a minimum population of 5,000.
- It has a median household income level that is less than 75% of the state median household income for the previous three years.
- It has an unemployment rate 40 percent higher than the county's unemployment rate.

A timber/salmon impact area has been defined as a county, or a city within a county, having a population of less than 500,000 and meeting two of the following three criteria, for the most recent year that such data is available. The Employment Security Department has determined that the three criteria are that a county or city has:

- A lumber and wood products employment location quotient at or above the state average.
- Projected or actual lumber and wood products job losses of 100 or more.
- An annual unemployment rate 20 percent or more above the state average.

The county or any city within a distressed county may sponsor a RWLF application. Non-distressed areas may receive up to 20 percent of RWLF funds provided that the fund's net worth is not less than \$7,100,000.

### **Eligible Activities**

RWLF can accommodate almost any type of private sector business that has the legal authority to borrow funds. This includes owner-users, developers, not-for-profit organizations, quasi-public corporations such as ports, limited partnerships, general partnerships, proprietorships, and community organizations. RWLF priority ventures include business projects that will:

- Meet public benefit criteria, as defined by HUD.
- Create or retain job opportunities benefiting low- and moderate-income persons; and

- Increase cash flow into the community by diversifying and expanding the economic base.

The business may be involved in any of the following activities:

- Manufacturing or other industrial production.
- Agricultural development or food processing.
- Aquaculture development or seafood processing.
- Development or improved utilization of natural resources.
- Tourism facilities.
- Transportation or freight facilities.
- Retail or service enterprises that will expand the community's economic base rather than redistribute an existing customer base.
- Other activities representing new technology or a type of economic enterprise that is needed to diversify or stabilize the economic base of an area.

A business that faces a relatively high probability of layoffs needs to demonstrate that:

- Prospects for a turn-around of profitability are good;
- The economic fabric of the community would be significantly damaged through the projected loss of jobs; or
- The business has a record of providing jobs for which low-income persons are eligible.

Funds can be loaned for the acquisition, design and engineering, improvement, rehabilitation, construction, operation, or maintenance of any property, real or personal, which is used or is suitable for use by an economic enterprise (subpart CFR 570.203). Working capital term loans are eligible.

Applications from certified minority- and women-owned businesses (MWOB) may be funded 100% if the request is less than \$50,000 and must have some other lender participation if the request is greater than \$50,000 but less than \$100,000. The underwriting criteria for MWOB loans under \$100,000 may vary from the RWLF applications.

### **Ineligible Activities**

Activities not eligible under the RWLF Program include:

- Funds used for the purpose of directly or indirectly financing shopping malls;
- Businesses which have a negative tangible net worth; and
- Those activities that do not meet the public benefit criteria, as defined by HUD.

### **Method of Funding Distribution**

Applications for RWLF loans will be evaluated on an individual basis using the following criteria:

- The need for assistance must meet the public benefit requirements for the project. HUD's public benefit requirement for individual businesses is a maximum of \$50,000 assistance per full-time equivalent, permanent job created or retained. HUD's standards for activities in the aggregate must create or retain at least one full-time equivalent (FTE), permanent job per \$35,000 of CDBG funds used. RWLF guidelines are flexible and average around \$25,000 per FTE job created or retained;
- Job creation. Permanent jobs created or retained as a result of the project will be made available to low-income persons.
- Other criteria as defined by RWLF statute.

### **Use of RWLF Program Revenues**

Businesses receiving assistance through the RWLF are required to make principal and interest payments. Up to two percent (2%) of program income, including principal and interest and investment earnings received by the fund, may be used for RWLF Program administration. The balance of program income will be made available for future loans through the RWLF Program.



**Grays Harbor PDA  
Satsop, Washington  
CDBG Float – HUD 108 Loan**  
Photo Courtesy Economic Development Division

## 2005 CDBG Float-Funded Activities

CTED manages the Float-Funded Activities program that serves non-entitlement jurisdictions by using CDBG funds allocated to the Washington State CDBG Program, but not expected to be drawn down for the duration of the loan term. These funds may be used to provide short-term loans to businesses/developers and interim construction financing to eligible jurisdictions for CDBG-eligible activities that meet a HUD National Objective. Float-funded activities are described in the HUD regulations at 24 CFR 570.301(b).

### Amount of Funds Available

Based on the estimated cash expenditures of CDBG construction grants and the amount of estimated funding available for the FY 2005 Washington State CDBG Program, the maximum estimated amount of funding for Float-Funded Activities is \$20,000,000. For projected and existing Float-Funded activity obligations, see Table IV-11.

### Application Guidelines

#### Application Deadline

Applications for CDBG Float-Funded Activity grants may be submitted anytime after adoption of the 2005 Action Plan. The decisions related to project approval or denial will be made by the Director of CTED.

#### Application Requirements

An application for a Float-Funded Activity must be on behalf of a specific economic or community development project. An eligible jurisdiction may submit more than one application at any time.

An application will consist of:

- An application signed by the authorized chief administrative officer of the local jurisdiction;
- Documentation supporting the need for the assistance and job impact or benefit to low- and moderate-income persons;
- Confirmation/documentation of authority of the business or community development organization, or jurisdiction to enter into the transaction;
- Evidence that the jurisdiction has complied with Citizen Participation Requirements, including at least one well publicized public hearing and the adoption of a CDBG Grievance procedure; and assurance that all CDBG Program requirements will be met; and



*Float-Funded Activities can accommodate almost any type of private sector business or non-profit organization that has the legal authority to borrow funds.*

- Submittal of an unconditional, irrevocable letter of credit drawn from a financial institution acceptable to CTED in the amount of the request. CTED may require that the letter of credit be enlarged to cover accrued interest. For interim construction financing to a jurisdiction, a commitment letter from an acceptable take-out funding source is required.

### **Eligible Activities**

Float-Funded Activities can accommodate almost any type of private sector business or non-profit organization that has the legal authority to borrow funds. This includes owner-users, developers, quasi-public corporations such as ports, limited partnerships, general partnerships, proprietorships, and community organizations. CDBG Float-Funded Activities may also be used to fund interim construction grants to eligible jurisdictions where a CDBG General Purpose or Community Investment Fund grant has been awarded. Float-funded activities can be made in support of any CDBG eligible economic, housing or community development projects.

Float-Funded Activities priority ventures include business projects that will:

- Meet public benefit criteria, as defined by HUD.
- Have an identifiable funding or return on investment gap preventing the project from being accomplished.
- Meet either the HUD National Objective of creation or retention of job opportunities principally benefiting low- and moderate-income persons or of principally benefiting low- and moderate-income persons or households.
- Create or retain job opportunities benefiting low- and moderate-income persons; and
- Increase cash flow into the community by diversifying and expanding the economic base.
- Assist business or community development projects that require infrastructure or housing investments.

Participating businesses may be involved in any of the following activities:

- Manufacturing or other industrial production;
- Agricultural development or food processing;
- Aquaculture development or seafood processing;
- Development or improved utilization of natural resources;
- Tourism facilities;
- Transportation or freight facilities;
- Retail or service enterprises that will expand the community's economic base rather than redistribute an existing customer base; and

*Jurisdictions receiving interim construction financing must meet the HUD National Objective of providing a benefit to principally low-and moderate-income persons.*

- Other activities representing new technology or a type of economic enterprise that is needed to diversify or stabilize the economic base of an area.

A business that faces a relatively high probability of layoffs needs to demonstrate that:

- Prospects for a turn-around of profitability are good;
- The economic fabric of the community would be significantly damaged through the projected loss of jobs; or
- The business has a record of providing jobs for which low-income persons are eligible.

Funds can be loaned to a business for acquisition, design and engineering, improvement, rehabilitation, construction, operation or maintenance of any property, real or personal, which is used or is suitable for use by an economic enterprise (subpart CFR 570.203). Working capital term loans are eligible.

### **Ineligible Activities**

Activities not eligible for Float-Funded Activities include:

- Funds used for the purpose of directly or indirectly financing shopping malls.
- Those activities that do not meet public benefit criteria, as defined by HUD.

### **Requirements for Funding**

The interim use of CDBG funds will be allowed only if the following requirements are met:

- The business must demonstrate that public financing of the project provides a public benefit that at least meets or exceeds HUD requirements to create or retain jobs. HUD's requirement for individual businesses is a maximum of \$50,000 assistance per full-time equivalent, permanent job created or retained. CTED guidelines are flexible and average around \$25,000 assistance per FTE job created or retained;
- Eligible jurisdictions receiving interim construction financing must meet the HUD National Objective of providing a benefit to principally low-and moderate-income persons;
- The business or project sponsor must provide for the benefit of the jurisdiction/CTED an unconditional, irrevocable letter of credit in U.S. dollars in the full amount of the principal, plus interest if required, due under the loan from a financial institution acceptable to CTED;
- For interim construction financing to a jurisdiction, a commitment letter from an acceptable take-out funding source is required;

- The business must agree to create jobs, the majority of which will be made available to low-and moderate-income individuals. Retention of jobs can also be considered as a qualifying factor;
- The business must enter into a First Source Agreement with a local Job Service Center. The purpose of the agreement is to identify and place certified disadvantaged (i.e., low-income) workers in non-managerial jobs created by the project;
- Rates of interest and other loan terms are determined by the needs of the project and by competitive factors;
- The business must agree to comply with all applicable federal, state, and local laws and regulations;
- Interim financing – Float-funded activities in support of housing will primarily benefit low- and moderate-income households; and
- Interim financing in support of infrastructure will primarily benefit low- and moderate-income persons.
- An interest rate of two percent will be charged by the CDBG Program on interim construction funds drawn by a jurisdiction. This interest rate will apply to interim construction float-funded activities for both housing and infrastructure activities.

### **Method of Funding Distribution**

Applications for Float-Funded Activities will be evaluated on an individual basis using the following criteria:

- Need for the assistance - The assistance requested meets the public benefit criteria, as defined by HUD;
- Job creation - Permanent jobs created or retained as a result of the project will be made available to low- and moderate-income persons;
- Housing - Interim financing in support of housing projects principally benefits low- and moderate-income households; and
- Infrastructure - Interim financing of projects principally benefits low- and moderate-income persons.

CDBG and CTED staff will review each application. Additional information will be requested if needed. Staff will decide whether or not the project meets the above-stated criteria. The CTED certifying authority is the Director of CTED. If funds are available, a Float-Funded Activity Grant will be awarded to the applicant. CTED reserves the right to require repayment of a loan to a business, developer or jurisdiction made through a Float-Funded Activity at any time, when it is in the best interest of the program.

### **Use of Float-Funded Activity Program Income**

Jurisdictions receiving a Float-Funded Activity award will be required to return the full principal plus interest to CTED. Float-Funded Activity program income will be treated as additional

CDBG funds subject to 24 CFR 570.489 Subpart I, and will be distributed to units of general local government in accordance with the state's approved annual method of distribution. Float-Funded Activity program income may also be used to reimburse administrative expenses incurred by the program staff directly involved in packaging a specific Float-Funded Activity project.



**Orient Water System**  
**Orient, Washington (Ferry County)**  
**CDBG Planning-Only Grant**  
Photo Courtesy of CDBG Program/CTED

## Other 2005 CDBG Program Guidelines

### Reallocated Funds

Reallocated funds are those, which HUD has recaptured from a grantee and reallocated to the state in accordance with the Community Development Act of 1974, as amended. Reallocated funds that are received by the state with the annual grant will be made available to eligible jurisdictions through 2005 funding distribution processes in accordance with the methods of distribution described in this statement.

### Recaptured Funds

Recaptured funds are funds that remain unused by grantees at the point of contract completion and are deobligated. These funds will be redistributed according to the guidelines in this section.

### Recapture of Funds Policy

It is CTED's policy to recapture and retain (deobligate) unspent CDBG funds from any CDBG award when it is clear that the recapture will not preclude local ability to complete approved activities. Most commonly, funds are recaptured during the administrative closeout process of a CDBG contract.

For General Purpose Grants and Community Investment Fund only, exceptions to this policy may be made under the following special circumstances:

- Up to two percent (2%) of the grant recipient's total grant amount, to a maximum of \$10,000, may be retained for CDBG eligible activities, subject to written approval by CDBG program staff.
- Use of unexpended funds for new activities will be limited to instances where previously approved project activities will be measurably enhanced as reviewed and approved by CDBG staff. Use of unexpended funds may also be used to implement some part or all of the jurisdiction's approved Americans with Disabilities Act (ADA) plan.
- The use for which a jurisdiction requests to retain unexpended funds must meet CDBG rating criteria and the Action Plan criteria for the year in which the funds were originally awarded.
- Fund balances deobligated from General Purpose Grant and Community Investment Fund projects may be re-obligated in grants made to the originating jurisdiction for the express purpose of accomplishing ADA objectives under the ADA Incentive Grant Program. Up to 2% of the grant recipient's total original grant amount, up to a maximum of \$10,000, may be reallocated as an ADA Incentive Grant award. Awards made to

*All real property acquired or improved with CDBG funds must be used to benefit the intended low- and moderate-income beneficiaries for at least ten years.*

jurisdictions for ADA Incentive grants must be expended within one year of the contract date.

### **Use of Recaptured Funds**

Recaptured funds will be placed within the Contingency Fund and distributed in a manner that is consistent with the overall goals, objectives and guidelines of this Action Plan.

### **Remaining Funds**

Remaining funds are funds that have not been, or are no longer intended to be distributed according to the method of distribution for annual grants. This can be an amount left over after awarding grants within an individual CDBG program, but too small to fully fund an application.

Funds not distributed by the end of the CDBG program year, December 31st, will be placed in the Contingency Fund and distributed in a manner that is consistent with the overall goals, objectives and guidelines of this Action Plan.

### **Change in Use Policy**

All real property acquired or improved with CDBG funds must be used to benefit the intended low- and moderate-income beneficiaries for at least ten (10) years from the administrative closeout date of the CDBG contract between the CTED and the grantee jurisdiction. Any proposed change in use must follow the steps outlined in 24 CFR 570.489(j).

### **Entitlement/Non-Entitlement Policy**

The state CDBG Program will fund projects that benefit both entitlement and non-entitlement area residents only when at least 51 percent of the project beneficiaries are documented as being full-time residents of non-entitlement areas and other conditions are met, as outlined in the state CDBG Program's policy related to grants proposed to be located in an entitlement area.

### **Program Income**

Program income is any income generated from the use of CDBG Program funds such as proceeds from disposition of property, loan repayments with interest, proceeds from sale of loans, and accumulated payments received prior to a project being administratively closed. All program income accrued while a contract is still open and active must be used prior to drawing additional CDBG funds from the state. Program income for active contracts must be accounted for on each reimbursement request. Income earned by the grantee as a result of project activities after project completion and after administrative closeout, retains its

federal identity and must be reported to CTED annually if it exceeds \$25,000 in any calendar year.

**1) General Purpose and Community Investment Fund Grants**

It is CTED's option, under federal CDBG regulations, to allow local jurisdictions to return or retain program income generated through implementation of their approved grant activities. Accordingly, CTED will allow jurisdictions receiving General Purpose, Community Investment Fund and Supplemental Grants to retain program income, earned during grant implementation, to continue the activity from which the program income was derived in accordance with applicable regulations and a duly executed closeout report between the grantee jurisdiction and CTED. Program income earned after project completion, but before administrative closeout, may be subject to the Recapture of Funds Policy.

Jurisdictions receiving a grant in support of a microenterprise project will be allowed to retain program income for continuance of the microenterprise activity in accordance with CDBG requirements and a closeout agreement between the grantee jurisdiction and CTED.

**2) Planning-Only, Imminent Threat and Public Service Grants**

Jurisdictions receiving Planning-Only, Imminent Threat or Public Service Grants will be required to return any program income generated during project implementation. This program income will be subject to the Recapture of Funds Policy and returned to the Contingency Fund for distribution in accordance with this Action Plan.

**3) Housing Enhancement Grant and Housing Rehabilitation Grant Program**

Jurisdictions receiving a Housing Enhancement or CDBG Housing Rehabilitation Grant will be allowed to retain program income for continuance of the housing program in accordance with applicable requirements and a closeout agreement between the grantee jurisdiction and CTED.

**4) Rural Washington Loan Fund Grants (RWLF)**

Businesses receiving assistance through RWLF are required to make principal and interest payments. Up to two percent (2%) of program income including principal, interest and investment earnings received by the fund may be used for RWLF program administration. The balance of program income will be made available for future loans through the RWLF Program, in a



manner that is consistent with the overall goals and objectives of the RWLF Program.

### **5) Float-Funded Activities**

Jurisdictions receiving a Float-Funded Activity award will be required to return the full principal plus interest to the CTED. Float-Funded Activity program income will be treated as additional CDBG funds subject to 24 CFR 570.489 Subpart I, and will be distributed to units of general local governments in accordance with the state's approved annual method of distribution. Float-Funded Activity program income may also be used to reimburse administrative expenses incurred by the program staff directly involved in packaging a specific float funded project.

### **Miscellaneous Revenue**

The amount of program income expected to be generated in the year 2005 by the state's revolving loan funds and deposited to the state's revolving loan fund is \$573,193.

The amount of program income expected to be received during the 2005 program year from float-funded activities is \$677,100.

Float-Funded Activities - No float funded defaults are anticipated in 2005 since float-loans are secured by bank-supported irrevocable letters of credit. Refer to Table 5 below for a detail of current float-loans.⌘

**Table IV-11: Float-Funded Activities Program Income**

<b>Float-Funded Activities Program Income</b>						
Detail of program income expected from new year 2005 float-funded activities and program income expected from current float-funded activities.						
<b>Name</b>	<b>Location</b>	<b>Year</b>	<b>Float-Funded Activities Amount</b>	<b>Float-Funded Activities Program Income</b>	<b>Date of Issuance</b>	<b>Due Date</b>
Cascade Coatings	Lewis County	2003	\$605,000	\$617,100	6/24/03	12/24/05
Gorge Delights	Skamania County	2003	\$250,000	\$5,000	9/4/03	3/4/06
Shoemaker Manufacturing	Kittitas County	2003	\$1,050,000	\$21,000	10/29/03	4/29/06
**Cardinal Glass	Lewis County	2004	\$8,000,000	\$0	2004	06/2008
**Dionbilt	Grandview	2004	\$350,000	\$7,000	2004	04/2008
**Grassland West	Clarkston	2004	\$350,000	\$7,000	2004	04/2008
**Town of Concrete	Concrete	2005	\$2,000,000	\$20,000	2005	12/2006
** Denotes Proposed Float-Funded Activities						
<b>TOTALS:</b>			<b>\$12,605,000</b>	<b>\$677,100</b>		
* Float-funded activities are secured in full by an Irrevocable Bank Letter of Credit, or in the Case of Interim Construction Floats, a Letter of Commitment from USDA Rural Development.						

**Table IV-12: Detail of Existing Section 108 Loan Guarantee Projects**

Detail of Existing Section 108 Loan Guarantee Projects						
Name	Location	Year	Original Amount	Balance as of 09/01/04	CDBG Fund Losses	Maturity Date
Grays Harbor Paper	Hoquiam	1994	\$3,300,000	\$0	\$1,776,990	August 1, 2004
Shilo Inn	Ocean Shores	1994	\$3,600,000	\$2,400,000	0	August 1, 2014
Icicle Amusement	Leavenworth	1996	\$2,020,000	\$1,140,000	0	August 1, 2015
Everybody's of Raymond	Raymond	2001	\$1,960,000	\$1,570,000	0	August 1, 2016
Grays Harbor PDA	Grays Harbor County	2001	\$4,565,000	\$4,500,000	0	August 1, 2021
Maritime Center	Port Townsend	2002	\$1,000,000	\$1,000,000		August 1, 2023
<b>Total Currently Obligated:</b>				<b>\$10,610,000</b>		
<b>Total Unobligated:</b>				<b>\$7,390,000</b>		

**Table IV-13: Available CDBG Loan Guarantee for 2005**

Available CDBG Loan Guarantee for 2005	
Section 108 Loan Guarantee Available in 2005	\$18,000,000
Estimated Section 108 Loan Guarantee Obligations 9/01/04	\$10,610,000
Total Unobligated Section 108 Loan Guarantee 1/01/04	\$7,390,000